

A very faint, large watermark-like image of a classical building with four prominent columns and a triangular pediment occupies the background of the page.

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1961/62-1970/71

Columbia University • Faculty of Medicine
Nursing Student's Handbook
1961-1962

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York 32, N. Y.

TELEPHONE: From 7 a.m. to 12:30 a.m.: LOrraine 8-5600
From 12:30 a.m. to 7 a.m.: WAdsworth 3-2500,
Extension 7063

Emergencies

In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or, after midnight, through the infirmary.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Third-year students:

Sturges

Second-year students:

First floor, south corridor

First-year students:

First floor, north corridor

Entered April 2

**Nursing Student's
HANDBOOK
1961-1962**

Contents

GREETINGS TO THE CLASS OF 1964 3

OFFICES OF FACULTY MEMBERS 4

THE NURSING STUDENT'S HANDBOOK 5

STUDENT GOVERNMENT AND PROFESSIONAL ORGANIZATIONS 7

University Student Council, 10. Professional Organizations, 10.

GENERAL POLICIES 11

Your Room, 11. Your Uniform, 12. Conduct and Discipline, 13.
Quiet Hours, 14. Guests, 14. Signing In and Out, 15.
Change of Home Address, 18. Marriage, 18. Vacations, 18.
Visiting Patients in the Medical Center, 19.

SERVICES AND FACILITIES 20

Automobiles, 20. Banking Your Money, 20. Employment, 20.
Health Service, 21. Identification, 22. Laundry and Dry
Cleaning, 22. Libraries, 23. Lost and Found, 25. Luggage, 25.
Mail and Packages, 26. Meals, 26. Religious Life, 27. Sewing
Machine, 28. Shops and Stores, 28. Telephone Calls, 29.
Valuables, 29.

ACTIVITIES AND RECREATION 30

Bard Hall, 30. Bridge, 30. Bulletin Board Displays, 30. Dances,
30. Dramatics, 30. Hospitality for Affiliating Students, 31.
Morningside Campus, 31. Music, 31. Picnics, 32. Publications,
32. Sports, 33. Television, 34. Theatre and Movies, 34.
Thrift Shop, 34.

NEW YORK CITY 35

CONSTITUTION 41

To the Class of 1964:

Oliver Wendell Holmes once said, "Where we stand is not so important as the direction in which we're going." Nursing, with its ever changing concepts, techniques, and purposes, is a profession that is constantly moving in one direction—toward better patient care. Our School of Nursing helps to attain this goal by offering a flexible and stimulating program through which its students can adopt and maintain the ideals that are part of the profession.

The student must be willing to make nursing a part of her life. In this she will both give and receive, and frequently will wonder who is receiving most, she or her patient. The happiness she derives from her professional relationship with patients will affect her care and enhance her learning.

New York City, the "melting pot" of the world, offers the interested student museums, a variety of concerts, fascinating shops, famous Broadway shows, plus lovely views of the Hudson River and the Palisades.

With an interest in people, events, and places, the professional nurse can easily reach a life of self-fulfillment.

Janey F. Saneel

President

STUDENT GOVERNMENT ASSOCIATION

September, 1961

Offices of Faculty Members

Miss Elizabeth Gill. *Associate Dean*

Nursing Office. Extension 278

Secretary: Miss Dovey

Miss Helen Pettit. *Professor of Nursing*

Nursing Office. Extension 406

Miss Constance Cleary. *Associate Professor of Nursing*

Room 119 Maxwell Hall. Extension 635

Secretary: Miss Armstrong

Miss Dorothy E. Reilly. *Associate Professor of Nursing*

Room 123 Maxwell Hall. Extension 7815

Mrs. Harriet Deleuran. *Assistant Professor of Nursing*

Room 122 Maxwell Hall. Extension 634

Miss Florence Vanderbilt. *Director of Residence and Student Health*

Room 304 Maxwell Hall. Extension 639

Secretary: Mrs. Ruddiman

Miss Joyce E. Bittner. *Director of Recreation*

Room 102 Maxwell Hall. Extension 7782

The Nursing Student's Handbook

This handbook is intended to give you the information you need about Maxwell Hall and to serve as a guide to community facilities. Miss Vanderbilt, the Director of Residence and Student Health, and Miss Bittner, the Director of Recreation, will be glad to explain any of the items more specifically or to supply further information about the metropolitan area. Miss Vanderbilt and the Executive Board of the Student Government Association are responsible for the organization and administration of Maxwell Hall.

► TO FIND OUT WHAT IS GOING ON

Information of special interest is posted regularly on bulletin boards.

INFORMATION	WHERE POSTED
Department of Nursing Class notices	South elevator lobby
Student government Recreational notices Lost and found Special notices	Opposite telephone booths
Personal and telephone messages	By Desk
Class notices Clinical assignments Vacation notices Health notices: x-rays, tuber- culins, etc.	North corridor

6 INFORMATION

INFORMATION	WHERE POSTED
Library notices	Tod Memorial Library
Displays	
Class and floor notices	South elevator lobbies on each resident floor
Activities Council	Lobby of basement passenger elevator
Class meetings Special events	Outside dining room

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board must be approved by Miss Vanderbilt or Miss Bittner.

Student Government and Professional Organizations

The Student Government Association, under the authorization and with the advice of the faculty, is responsible for planning and maintaining many programs which affect student life. Every student is automatically a member of the Association. Officers of the Association are elected by the students and consist of a president, two vice presidents, a secretary, and a treasurer. The work of the Association is carried out through the five divisions described below—the Executive Board, Honor Board, Judiciary Board, Residence Council, and Activities Council. The membership of the five divisions is given in Article V of the Constitution.

ASSOCIATION OFFICERS 1961-1962

President: Nancy Samuel

First Vice President: Judith Claspy

Second Vice President: Kathleen Leahy

Secretary: Barbara Chambers

Treasurer: Penelope Post

DIVISIONS OF THE ASSOCIATION

EXECUTIVE BOARD

Membership: officers of the Association; Judith Webster, chairman, Activities Council; Barbara McNagny, president, Class of 1962; Judith Wertz, representative, Class of 1962; Elizabeth Reese, president, Class of 1963; Jill Spangenburg, representative, Class of 1963; president and two representatives, Class of 1964; and Misses Pettit, Bittner, and Vanderbilt, faculty representatives.

The Executive Board administers the affairs of the Association. At monthly meetings it discusses questions submitted by any group, person, or division within the Association.

HONOR BOARD

Membership: president and first and second vice president of the Association; the presidents of the three classes; and two members of the faculty.

The Board acts on major infractions of the Honor System which are referred to it by the Judiciary Board.

JUDICIARY BOARD

Membership: Kathleen Leahy, *chairman*; Anne Joplin and Patricia Reimer, representatives, Class of 1962; Lois Morgan and Kathryn Norton, representatives, Class of 1963; two representatives, Class of 1964.

The Judiciary Board hears all infractions and offenses of school regulations and takes appropriate action.

RESIDENCE COUNCIL

Membership: Judith Claspy, *chairman*; representatives from student floors; chairmen, Food and Sewing Committees; Miss Vanderbilt, adviser.

The Residence Council creates and maintains living conditions conducive to the students' development and to the policies of the School. It makes rules to accomplish this with the approval of the Executive Board.

ACTIVITIES COUNCIL

Membership: Judith Webster and Joanne Richardson, *cochairmen*; Carole Sleight, vice president, Class of 1962; Jeanne Steadman, vice president, Class of 1963; vice president, Class of 1964; secretary (elected from Class of 1964); Miss Joyce Bittner, adviser.

The Activities Council coordinates and is responsible for all the activities in which students take part throughout the year. Committees of the Council are as follows:

Affiliating Committee: Kathryn Norton, *chairman*. See Hospitality to Affiliating Students.

Athletics Club: Valerie Ireland, *chairman*. See Sports.

Book Nook: Ruth Griffiths, *chairman*. See Libraries.

Bulletin Board Committee: Barbara Ward, *chairman.* See Bulletin Board Displays.

Cosmopolitan Club: Margaret Campbell, *chairman.* See Music and Theatre and Movies.

Dramatics Club: Gloria Nelson, *chairman.* See Dramatics.

Glee Club: Jeffrey-Lynch Mower, *chairman.* See Music.

Orchestra: Veronica Lawrence, *chairman.* See Music.

Polygon Club: Linda Olds, *chairman.* See Bridge.

Pool Guards: Susan Maurer, *chairman.* See Sports.

Social Committee: Barbara Chambers and Sharon Crow, *cochairmen.* See Dances and Music. (Organizes all social events not sponsored by a class)

Thrift Shop: Judith Herron, *chairman.* See Thrift Shop.

Vital Signs: Joan Chamberlain, *chairman.* See Publications.

White Caps: Alice Lindfors, *chairman.* See Sports.

CLASS OFFICERS

CLASS OF 1962

President: Barbara McNagny

Vice President: Carole Sleight

Secretary: Lynn Errett

Treasurer: Nancy Hartley

Class Adviser: Miss Messler

CLASS OF 1963

President: Elizabeth Reese

Vice President: Jeanne Steadman

**Secretary:*

Treasurer: Judy Poeschel

Class Adviser: Miss Betz

CLASS OF 1964*

President:

Vice President:

Secretary:

Treasurer:

Class Adviser:

THE HONOR SYSTEM

The honor system was established by the Student Government Association, with the support of the faculty, to help maintain the standards and regulations of the School. As a student in the School, you assume the obligation of self-government.

* To be elected.

Basic to maintaining an honor system is the understanding that you do your academic work independently, never submitting as your work that which has been done by anyone else, or permitting your work to be used by another student. If you wish to help another student, you are welcome to do so if the help is a constructive aid in learning. Giving or receiving aid during examinations is not permitted; the entire group is responsible for preventing violations. Quoted material must be enclosed in quotation marks, with proper references to sources.

A part of your obligation in self-government is the following: you are expected to report yourself for any violation and to ask an offender to report herself. If the offender does not report herself, it is your responsibility to report the infraction within twenty-four hours.

All violations of the regulations should be reported to the Chairman of the Judiciary Board, with the exception of violations in the clinical areas. These should be reported to the head nurse in the area.

Attendance is required at student government and class meetings. If you have a special request concerning absence from a student government meeting, you must present your request personally to a member of the Judiciary Board on the date of the meeting. You present special requests concerning class meetings to the Class President.

► UNIVERSITY STUDENT COUNCIL

All divisions of the University are represented on the Student Council. The number of representatives is in proportion to the number of students in a division. Officers are elected in April from the Council membership. Ellen Davidson '62 and Sandra Myers '63 are the representatives from the nursing school.

► PROFESSIONAL ORGANIZATIONS

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurse Association, under the advisership of the American Nurses Association and the National League for Nursing. You become a member of the state and national organizations through the local association, Area 8, in our School. Regular meetings are held to which you are invited, and you are urged to join and participate. Each year two delegates represent our School at the annual conventions of the state and national associations. The delegates for 1961-1962 are Priscilla Jenkins, Third-Year Class Representative, and Joyce Wiest, Second-Year Class Representative.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, bedspreads, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to Miss Vanderbilt.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. Keep food in metal containers to discourage bugs and mice.
6. If you want to hang pictures or other objects, use the wall hooks provided for this purpose. If you live in an “old” room, you may place extra hooks along the moulding near the ceiling. If you live in a new room, you may use masking tape and gummed tab hangers. *Scotch tape and tacks are not permitted.*
7. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
8. Fish are the only pets permitted.
9. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the “old” rooms; one floor lamp and one table lamp, in the new rooms). You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You must have your extension cords checked by the housekeeper before you use them; you should exercise care in positioning the cords. *You may not iron or cook in your room.*

HOUSEKEEPING

Your room is cleaned once a week by the housekeeping department. Consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. If you want to clean your room on your own, you will find equipment in the cleaning closet, with the exception of dusters, which you must obtain through Miss Vanderbilt.

ROOM CHANGES

Each summer you will be assigned a different room by Miss Vanderbilt, and you will exchange your room key at the reception desk. You may get a wicker hamper from the mezzanine for moving your personal equipment. Please return the hamper when you finish using it. You may not move furniture—even bureau drawers—from one room to another, nor may you add extra furniture to your room without Miss Vanderbilt's permission.

► YOUR UNIFORM

Your official uniform is a long-sleeved, blue-and-white-striped cotton dress with a starched white collar, white bib and apron, and a white cap. The cap, made of fine white lawn, has a quarter-inch pleat in the back. The brim, about three inches wide, is turned back just far enough to meet the fullness at the top of the pleat. You hold your cap in place with white-headed pins.

During the first part of your first year you wear a navy-blue uniform with white collar, black leather oxfords, and beige stockings. After this, you wear the official uniform with black leather oxfords and black stockings; in your third year the black shoes and stockings are replaced with white. Group A students change to white shoes and stockings in September following their first year.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Your hair should be above your collar in length, and your cosmetics, including nail polish, should be inconspicuous. Wedding rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) You are required to wear a wrist watch with a sweep second hand. No part of your uniform is to be worn out of doors.

SUPPLEMENTARY UNIFORMS

You wear a special two-piece, short-sleeved, white uniform with bib and apron when you are on duty in the operating room or in the maternity services. You also wear this uniform in the summer, between July 1 and September 1. You may obtain your uniforms from the sewing room in June. Attach a name tape to each piece. These uniforms are sent to the laundry with your weekly supply. After September 1, unless you are to be on maternity or operating-room duty, remove the name tapes and return your uniforms, *freshly laundered*, to the sewing room.

When you do field work in public health, you wear the navy uniform with a white bow. In mild weather you wear an overseas hat and in cold weather a wool hood, both of which you may rent from the sewing room. You provide your own rain attire, tailored coat (black, brown, or navy), and black leather oxfords.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewed on, in the sewing room. However, your uniforms must be laundered first. If your caps or collars need replacing, take them to the sewing room. You may obtain additional studs and collar buttons for five cents each by submitting a special slip which is issued at the Desk.

► CONDUCT AND DISCIPLINE

When you become a member of the nursing profession, you assume responsibilities, both as an individual and as a member of the group. You will find that the word "nurse" means a great deal to people and, as a result, they will make certain demands of you.

The health professions have high standards which the members of the other disciplines in the Medical Center, as well as the people in the community, look to us to maintain. It is important to remember that many of our patients come from the immediate vicinity and entrust themselves to us often. Therefore, you should always conduct yourself in a way that will be a credit to yourself and to our profession. Appropriate dress is one simple yardstick to bear in mind: dress in the city is more formal than on rural campuses. You may wear slacks, dungarees, and shorts in the Snack Bar only. They are not acceptable on the street or in the part of Maxwell Hall where you receive guests.

When you are wearing your uniform, you may not smoke in public or below the second floor of the residence; the only exception is the Game Room. Alcoholic beverages are prohibited in the residence.

► QUIET HOURS

You are asked to observe the following in regard to quiet in the Hall:

1. General quiet hours are from 9 a.m. to 4 p.m. and from 10:30 p.m. to 7 a.m.
2. Keep record players, radios, and television at room volume.
3. Play musical instruments in your room between 4 p.m. and 6 p.m. only; you may play them in the faculty lounge between 4 p.m. and 10 p.m.
4. Pianos and radios may be played until 10:30 p.m. in Sturgess Auditorium, the gymnasium, the sitting rooms, and the faculty lounge.
5. Parties may not be held after 10:30 p.m. in the corridors or on the roof.

► GUESTS

You may have guests during the day at your discretion or women guests overnight. They are also welcome to join you for all meals, which are reasonable in price. If your friends are not staying overnight, they are expected to leave by 10:30 p.m.

If your guest is to stay overnight, notify Miss Vanderbilt twenty-four hours in advance. Obtain a request slip from the Desk and indicate on the slip the number of your guests, the date and time they expect to arrive, and the kind of accommodations you wish for them. You must greet your guests when they arrive, see that they sign the guestbook at the Desk, and show them to their rooms. If your schedule does not allow this, you must arrange for someone else to take care of your guests in your place.

Your friends are welcome at many activities of the School. You may also take them on a tour of the hospital during the day. First get permission from Miss Vanderbilt, the faculty member on call, or a member of the staff in the nursing office. You must wear your uniform.

► SIGNING IN AND OUT

DAY PASSES

You may leave the residence between 7 a.m. and 10:30 p.m., but you must always sign out at the Desk, stating your destination, and sign in when you return. If you are in the Second-Year Class in Group A or in the Third-Year Class of Group B, you may sign out until midnight. Special permission to leave the residence at other times must be obtained from Miss Vanderbilt or the faculty member "on call." A slip for this permission may be obtained at the Desk. No permission is needed for attending early Mass before 7 a.m. Day passes automatically extend to 11:30 p.m. when you are having night experience.

LATE PASSES

There are four kinds of late permissions (passes) which enable you to return to Maxwell Hall after 10:30 p.m. (or to entertain guests in the Hall after 10:30 p.m.). These are explained below. The number you are eligible to take depends upon the length of time you have been in the nursing program (see page 16).

12:30 a.m.: as its name implies, this pass enables you to stay out until 12:30 a.m.

2 a.m.: you may take this pass if you have no clinical assignment or class before 9 a.m. on the following day.

Floating 2 a.m.: the same as a regular 2 a.m. but without its restriction.

2 a.m. plus: you may sign in any time up to 7 a.m., irrespective of the time of clinical assignment or class the following day. This pass may not be used as an overnight. The door of Maxwell Hall will be open from ten minutes before the hour until ten minutes after the hour beginning at 2:50 a.m.

Overnight: you may sign out for an overnight if you do not have a clinical assignment or class before 9 a.m. the following day.

Late passes are not granted for a week following an illness which has lasted for four days or longer.

NUMBER OF LATE PASSES PERMITTED EACH MONTH

	GROUP B STUDENTS		GROUP A STUDENTS
	<i>First Year</i>	<i>Second Year</i>	<i>First Year</i>
12:30 a.m.	6 to Feb 1 10 Feb 1-June 7	15	6 to Feb 1 15 to June 7
Floating 2 a.m.	1	2	1 to Feb 1 2 to June 7
2 a.m. plus	none	1 after Dec 1	2 to June 7

Restrictions on the number and kinds of late passes do not apply to Group B students in the Third-Year Class and Group A students in the Second-Year Class.

HOW TO SIGN IN AND OUT

For a Day Pass: 1. Sign your name in the appropriate column (class) on the large sign-out sheet on the Desk and fill in the data requested for the other columns. If you are having night experience, write "Night Nurse" in the "time out" column; this automatically extends your pass to 11:30 p.m. 2. When you return, enter the time in the designated column.

For a Late Pass: 1. Find your own card (color according to class) in the "IN" file box at the Desk (see the sample below). 2. Fill in all information required opposite the appropriate date and place the card in the "OUT" box. 3. Sign the Flag Sheet designated *for your class* (the Flag Sheet lists all students out on late passes). 4. When you return, mark the time of arrival in the "IN" column opposite the appropriate date, and return the card to the "IN" box; then cross your name off the Flag Sheet.

For other absences: when you leave and return from vacation or after any specially arranged absence, you must sign in and out in the Absence Book at the Desk.

TO CHANGE THE TYPE OF PASS

To change a 10:30 to a 12:30, 2, 2 plus, or overnight: call Lorraine 8-5600 before 10 p.m.

To change a 12:30 to a 2, 2 plus, or overnight: call Lorraine 8-5600 before midnight.

NAME: Doe, Mary Jane

CLASS: 1964 MONTH: Sept. 1961

"SIGNING IN AND OUT" MODEL

17

Date	TIME Out	TIME IN	EXPECTED TIME IN	TIME IN
	DESTINATION AND TELEPHONE			
1				
2	2 ⁰⁰ PM	Downtown (D.T.)	12 ³⁰ AM	12 ¹⁵ AM
3				
4	4 ⁰⁰ PM	Downtown (D.T.)	2 ⁰⁰ AM	1 ³⁰ AM
5				
6	5 ⁰⁰ PM	Downtown (D.T.)	2 ^f	1 ⁰⁵ AM
7				
8	6 ³⁰ PM	Downtown (D.T.)	2 +	4 ⁰⁵ AM
9				
10	8 ⁰⁰ PM	3 Park Avenue Bloomfield, N.J.	10 ³⁰ PM	9/12 TEANECK 3-0214
11				"
12				9 ⁰⁰ PM
13				
14				
15				

IN EMERGENCIES

To reach "faculty on call": before 12:30 a.m., call WAdsworth 3-2500, extension 281. After 12:30 a.m., call WAdsworth 3-2500, extension 7063.

SUMMER VACATION

You are expected to return from summer vacation by 10:30 p.m. on the day before your clinical assignment or classes begin.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill it out, and leave it there for Miss Vanderbilt.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit. Permission to marry and continue in the nursing program is contingent on the level of your accomplishment, your health, and your contribution to the program of the School.

If you are married, you are eligible to live outside Maxwell Hall only if you are in the Third-Year Class or in Group A and in the summer of your first year. You then request permission through the Honor Board. If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photostat copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date.

See Miss Vanderbilt so that your Blue Cross contract can be changed. When you have completed the above procedures, your name pin will be ordered for you.

► VACATIONS

All personal possessions must be packed and removed from the room before you go on summer vacation. To have trunks and suitcases sent to

your room one week before vacation begins, you must leave your name, room number, and request for Mrs. Veitch at the Desk. Trunks are not to be taken into the rooms; they must be packed in the hall. If you need cartons as well, you should ask Mrs. Veitch for them.

Storage space is provided for suitcases, trunks, and cartons that you do not take with you. All items to be stored must be identified with tags or labels which may be obtained at the Desk and which must be firmly attached. To send luggage, see the instructions on page 25.

You must write legibly your complete home or vacation address in the Absence and Vacation Books at the Desk. Your keys must be left there when you sign out.

Students are expected to return to Maxwell Hall after summer vacation by 10:30 p.m. of the day before clinical assignment or class.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform.

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the School and limited beyond. The Medical Center parking lot offers limited parking to guests at 50¢ for three hours and 25¢ for each additional hour. You may obtain information about overnight parking from Miss Vanderbilt, the Director of Residence.

► BANKING YOUR MONEY

The Chemical Bank New York Trust Company, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to 4 p.m., Saturday and Sunday. Your endorsed check must be countersigned by Miss Vanderbilt at one of these times: 9 a.m., 12 noon, and at 4 p.m., Monday through Friday. You must endorse the check again at the cashier's window. If you wish to cash a check in an amount over \$100, you must make special arrangements with Miss Vanderbilt.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

► EMPLOYMENT

There are a few opportunities for earning money in your free time—by babysitting, typing, or working in the library.

TO APPLY: see Miss Bittner, the Director of Recreation, who will ask you to fill out a form indicating the kind of work you prefer. When the faculty has approved your request, Miss Bittner will notify you. Approval is granted on the basis of need and your standing in the School and in the community.

BABYSITTING: requests from families of the professional staff of the Medical Center are posted on the bulletin board opposite the telephone booths. If you are interested, telephone the family on the desk phone and sign your name in the book at the desk.

LIBRARY WORK: the hours are usually from 8 p.m. to 10 p.m. in Tod Memorial Library. The chairman of the Library Committee will explain your duties to you.

TYPING: If you have filed a request for this kind of work (typing of manuscripts, faculty papers, etc.), you will be notified when the work is available. Rates vary with the particular job.

► HEALTH SERVICE

Nursing School Health Service, 3d floor, south corridor, Maxwell Hall
Hours: open twenty-four hours a day.

Telephone: WAdsworth 3-2500, extension 7063 or 7816

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: Monday, Tuesday, Wednesday, and Friday, 2 p.m.; Thursday, 1:30 p.m.; weekends, by appointment

The staff of the Health Service supervises your health and medical care. The Health Service's fifteen-bed infirmary is staffed day and night by graduate nurses. If you wish to make other arrangements for medical care, you must discuss them with Miss Vanderbilt or Dr. Neuberg.

If you become ill, either at school or at home: you must report your illness to the nurse on duty in the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours. When you return from an illness or convalescence at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day so that your progress may be followed. Absences from clinical assignments or classes because of dysmenorrhea, poison ivy, or sunburn are unexcused.

If you have been ill for more than three days: you will not be granted a late pass for a week from the day of your recovery. Before you return to your classes and clinical work after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or a member of the faculty; this is also required before you are allowed to leave the residence hall.
2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.
3. Take the permission slip to the office in the area where you are on duty and sign your name immediately on the special sheet provided for this purpose.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment.

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Identification Cards: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a general emergency, would facilitate your return there. The card also contains data about you which would be important if you were injured. It will be issued to you by the Personnel Department and should also be carried in your wallet.

► LAUNDRY AND DRY CLEANING

YOUR UNIFORM

The School will take care of laundering your uniforms and your personal articles made of cotton. All articles to be laundered through the

School must have name tags attached. The laundry allowance per week is twenty-six pieces, including two uniforms, five bibs, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of the Director of Residence on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the desk and list on it all the items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room, where you may claim your missing articles.

YOUR PERSONAL LAUNDRY

In Maxwell Hall: laundry rooms, with washers and dryers, in the north corridor of the 3d, 5th, 7th, and 9th floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 15¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

In Harkness Hall: six washing and drying machines are available in the basement.

You will find ironing boards in several of the laundries, kitchenettes, and sitting rooms. You may borrow a steam iron for a three-hour period by signing a book at the Desk.

DRY CLEANING

There is a branch of a cleaning establishment in the hospital basement. Articles will be picked up and delivered through the Maxwell Hall Desk, extension 7010. Other local cleaning establishments are within easy walking distance of Maxwell Hall.

► LIBRARIES

TOD MEMORIAL LIBRARY

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open daily from

8 a.m. to 10 p.m. and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the School and members of the medical profession, is one of the largest of its kind in the world.

BOOK NOOK

Located beneath Tod Memorial Library, this library has a large assortment of both fiction and nonfiction. The members of the Book Nook Committee of the Activities Council act as librarians and catalog new books and organize the shelves. Ruth Griffiths is chairman.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform you may be asked to present your Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 8:30 a.m. to 10 p.m.; Saturday, 9 a.m. to 6 p.m.; Sunday, 12 noon to 5 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University Library system. It is located at the Morningside Heights Campus between Broadway and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 10 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill

out a special information card available at the Medical Library Desk and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42d Street. The general card catalogue is on the third floor in Room 315. The open stacks will be found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue at 161st Street, 535 West 179th Street between Audubon and Amsterdam Avenues. Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it. Articles left at the desk which are not claimed within two weeks are given to the Thrift Shop.

If you lose a valuable article such as a watch, report it to Miss Vanderbilt. A member of the Protective Department will ask you for information which may be of help in recovering the lost item.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage twenty-four hours after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the Director of Residence or the housekeeper by leaving a written request at the Desk.

To ship luggage from Maxwell Hall: leave a notice of express shipment at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece. Luggage must be locked and tagged by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mail box opposite the telephone booths on the first floor. Mail is delivered to the boxes once a day before noon. You will find a box for outgoing mail at the Desk.

If you receive a telegram, package, registered mail, or a special delivery letter, your name will be listed at the Desk, where you sign for them. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 5:30 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS**MAXWELL HALL CAFETERIA**

You are given meal tickets for use in this dining room only. The tickets may not be transferred except among the resident students. Issued monthly, the ticket books are put in your mail box. If you lose your ticket, you may get another one at the desk.

Appropriate clothing must be worn; you will not be admitted to the dining room in slacks, shorts, bermudas, or curlers.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book. The rates are 45¢ for breakfast, 70¢ for lunch, and 95¢ for dinner.

The cafeteria is open every day, at the following hours:

Breakfast: 6:30 to 9.

Luncheon: 11:45 to 2.

Dinner: 5 to 6:45 (students delayed on duty are admitted until 7)

You may take fresh fruit, but no other food, from the dining room.

MAXWELL HALL SNACK BAR

Located in the basement, the Snack Bar is open from 7:30 p.m. to 10:30 p.m. every day, except Saturdays and holidays, for sandwiches, ice cream, beverages, cake, and the like, at a nominal cost to you and your guests.

COFFEE SHOP

Located on the first floor of Presbyterian Hospital, the coffee shop is for students on evening and night duty only. You will need a special ticket which may be obtained from the Maxwell Hall desk. You may get a full meal between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks, up until 10:30 p.m., in one of the small kitchenettes located in the south wing of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitchenette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4.00. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This cafeteria is *not open* to nursing students because of the great burden on its facilities.

► RELIGIOUS LIFE**PAULINE A. HARTFORD MEMORIAL CHAPEL**

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Wednesday, at 8:15 a.m. in the Blessed Sacrament Chapel.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the University Christian Fellowship, Newman Club, Seixas-Menorah, and other religious activities on the Morningside Campus.

CHURCHES IN THE CITY

You will find a directory of church services, which is posted each Saturday, on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINE

If you wish to use the sewing machine, which is in the ninth-floor sitting room, first obtain the approval of a member of the Sewing Committee. Then get the cord for the machine at the desk; sign for it there and return it when you have finished with it. You must supply your own bobbins and replace any needles that you break. If the machine needs repairing, notify the chairman of the Sewing Committee.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Alumnae Shops: on the main floor of Presbyterian Hospital and Harkness Pavilion, the shops sell candy, cigarettes, toiletries, an excellent selection of merchandise appropriate for gifts, and provide a film service. The proceeds benefit the Endowment Fund of the Department of Nursing.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m.,

Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tuesday and Friday. Telephone extension: 7270. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 2-463, College of Physicians and Surgeons, and carries a full line of medical and nursing textbooks and all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste, and shampoo. Hours open: 7:30 p.m. to 9:30 p.m., Sunday through Thursday, except holidays. Sponsored by the Third-Year Class.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 10:30 p.m., the Desk will buzz your room once. During the evening hours your calls are limited to five minutes, except for long distance calls, which are limited to ten minutes.

The Desk will buzz you twice if it is trying to locate another person and three times if you have a guest in the lobby. Please buzz back so that the Desk will know that you have received the message.

If you are on night duty, the Desk will take messages for you until 4 p.m. After 4 p.m. the Desk will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls only are on the first, fourth, sixth, eighth, and tenth floors of Maxwell Hall.

► VALUABLES

You should lock your valuables in your closet or arrange with Miss Vanderbilt to keep them in the safe.

Activities and Recreation

► BARD HALL

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies. You are always welcome.

► BRIDGE

You may learn how to play bridge or you may become an expert, if you have already mastered the fundamentals, at the monthly bridge parties in the Game Room. These parties are sponsored and arranged by the Polygon Club (Linda Olds, *chairman*). Refreshments are served. Several parties during the year are held with Bard Hall.

► BULLETIN BOARD DISPLAYS

The Bulletin Board Committee (Barbara Ward, *chairman*) arranges artistic seasonal displays on the many bulletin boards in Maxwell Hall.

► DANCES

There are two big dances each year—a Christmas formal, with the members of the Third-Year Class as hostesses, and a spring formal or semiformal, with the members of the First-Year Class as hostesses. In addition, the Social Committee (Barbara Chambers and Sharon Crow, *cochairmen*) arranges several informal record dances, open houses, and square dances during the year.

► DRAMATICS

The Dramatics Club (Gloria Nelson, *chairman*), an active little-theatre guild, produces one or two plays each year in addition to a

Christmas program in conjunction with the Glee Club. Club members also hope to put on a program with the Bard Hall Dramatics Group.

► HOSPITALITY FOR AFFILIATING STUDENTS

If hospitality is one of your interests, you might want to join the Affiliating Committee, which welcomes the affiliating students, takes them on a tour of the Medical Center, escorts them to their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall.

► MORNINGSIDE CAMPUS

There are many club meetings and other activities on the campus at 116th Street in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards.

► MUSIC

CONCERTS AND OPERA

The Cosmopolitan Club (Margaret Campbell, *chairman*) obtains tickets, many of them at special rates for students, to concerts and operas in New York City. Tickets are advertised on the bulletin board across from the telephones on the first floor and may be purchased in the Sample Shoppe.

GLEE CLUB

CHAIRMAN: Jeffrey-Lynch Mower

REHEARSALS: Monday at 7 p.m. in Sturgess

The Glee Club gives several concerts each year, including oratorios and selections of folk songs and semiclassical works.

JAZZ CONCERTS

Several jazz concerts, sponsored by the Social Committee, are held in Sturgess each year. Other schools are invited frequently.

ORCHESTRA

CHAIRMAN: Veronica Lawrence

REHEARSALS: Tuesday at 7 p.m. in Sturgess

This group, composed of our instrumental musicians, plays at various functions during the year. Members of the orchestra must provide their own instruments.

VESPER CHOIR

This choir is composed of nursing and medical students who sing at the Wednesday evening Vespers services in the Pauline A. Hartford Memorial Chapel. Tryouts are held early in the fall.

► PICNICS

If you wish to go on a picnic, the food service will provide an ample lunch for you. Obtain a request slip from the desk and attach your meal ticket for that day. You should fill out the request slip twenty-four hours in advance of your picnic and include on the slip the names of all the students going on the picnic. If your picnic is to be on the weekend (including Monday), you must have your request in by 5 p.m. the Friday before. The food service provides a maximum of twenty lunches a day, ten in the morning and ten in the afternoon. Some of the favorite spots for picnics are under the George Washington bridge, along the Hudson River, and at Jones Beach.

► PUBLICATIONS

You may order newspapers by making arrangements at the Desk. Copies of *The New York Times* are available to read in Tod Memorial Library.

Stethoscope: is the monthly publication of the Medical Center which publishes news of research and the staff, and current events of the hospital.

Vital Signs: the monthly publication of the School which provides news of the residence, students, coming events, and other information. See a member of the *Vital Signs* Committee (Joan Chamberlain, chairman), if you are interested in working on the publication.

Starch and Stripes: the School yearbook (Catherine Sand and Jane Myers, *editors*) published under the sponsorship of the Third-Year Class. The book includes pictures of each member of the Third-Year Class in uniform and snapshots of activities in Maxwell Hall and the Medical Center. The snapshots are donated by the students. You may order a yearbook in the spring at a cost of approximately \$5.00.

► SPORTS

The Athletic Club arranges tournaments with neighboring nursing schools and offers a program of sports for recreation.

BASKETBALL: if basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

PING PONG: you will find a ping pong table in the Game Room. You may want to join in the tournaments which are held in the spring.

SKATING: if you like to skate, you may want to try two popular areas for ice skating during the winter months: Wolman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge; the fee is fifty to seventy-five cents at each rink.

SKIING: you have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England. The Athletics Club (Valerie Ireland, *chairman*) plans several ski trips each year.

SWIMMING: you may swim in the Maxwell Hall pool at any of the following times: Monday through Thursday, 7:30 p.m. to 8:30 p.m., September through April; 8 p.m. to 9 p.m., May through August. You may swim at other times if a life guard is in the group and no class is using the pool.

Pool Guards: members of this committee (Susan Maurer, *chairman*) are the official life guards. You may become a life guard if you pass the senior life-saving course offered here each fall or, if you have passed the course elsewhere, by obtaining the approval of Miss Bittner. A list of the life guards is posted each month on the bulletin board across from the telephones on the first floor.

White Caps: if you enjoy synchronized swimming and water ballet, you may be interested in joining White Caps (Alice Lindfors, *chairman*). This group presents several water shows each year.

TENNIS: There are several convenient new tennis courts on the Hudson River near Maxwell Hall.

SUNBATHING

The roof on the south side of Maxwell Hall is the *only* place where you may sunbathe. A limited number of beach mats and blankets are provided for you; they must be returned to the box on the roof. You are not permitted to take from your room blankets and pillows which belong to the residence.

► TELEVISION

You and your guests may use the television sets in the Game Room and in one of the date parlors on the first floor until 12:15 a.m. After 10:30 p.m. you will need a late pass.

An additional set, for your use only, is available in the lounge beneath Tod Memorial Library.

► THEATRE AND MOVIES

Each month the Cosmopolitan Club obtains blocks of seats for a current popular play. These shows are advertised on the bulletin board across from the telephones on the first floor; tickets are available in the Sample Shoppe. You may also get discount tickets to plays, movies, and television shows from the Nursing Office on the fourth floor.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

► THRIFT SHOP

Members of the Thrift Shop Committee (Judith Herron, *chairman*) collect clothing for donation to Everybody's Thrift Shop on Second Avenue at 60th Street. Proceeds from sales go to a Department of Nursing scholarship fund.

New York City

TO EXPLORE THE CITY WITHOUT GETTING LOST:

Invest in a map of the city. Hagstrom publishes a good one which includes a map of the subway system and postal zones. Price: 50¢. You can also buy, at any newsstand, *The Complete Street Guide to New York, Manhattan and the Bronx*. Price: 25¢.

TO FIND OUT WHAT IS GOING ON IN TOWN:

See the Sunday *New York Times* or the current number of the weekly magazine *Cue* (25¢), which will tell you what plays, concerts, operas, art exhibits, radio and television shows, movies, and sporting events are being given during the week, how much they cost, and what time they begin. *Cue* also gives a comprehensive list of restaurants with their addresses, inclusive prices, and a brief description of the kinds of food served in each.

See also the sections in the *Handbook* on "Music," "Museums and Places of Historical Interest," and "Theatre and Movies."

TO SEE THE CITY WHEN YOU FIRST ARRIVE:

Try one or all of these:

A trip on the Staten Island Ferry. This will give you a fine view of the New York skyline. Boats leave Battery Park at the bottom of Manhattan every fifteen minutes. The round trip takes about an hour. Cost: 5¢ each way.

A visit at sunset on a clear day to either the Rainbow Room on the 65th floor of the RCA Building, 30 Rockefeller Plaza, or the lounge on the top floor of the Beekman Tower Hotel, First Avenue at 49th Street. As night falls, all the millions of lights come on—an unforgettable sight.

A trip around Manhattan on one of the Day Line or Circle Line boats (from April through October only). The trip takes about three hours. Cost: \$2.50. See *Cue* magazine or the telephone red book under *Sightseeing* for details.

UNITED NATIONS

Sessions of the General Assembly (for three months in the fall) and of the various councils, conferences, and committees (throughout the year) are often open to the public. As a rule, meetings start at 10:30 a.m. and 3 p.m., Monday through Friday. Free tickets for these open meetings are available at UN Headquarters at First Avenue and 45th Street on a first-come, first-served basis. Tickets become available one half-hour before each meeting and are given out (even after the meeting is in session) as long as they last. The *New York Times* gives information and hours, or you may call UN Information, PLaza 4-1234, on the preceding day.

Headphones are provided at every seat so that you can hear the proceedings translated simultaneously into French, English, Russian, Spanish, and Chinese.

One-hour tours of the Headquarters leave the lobby of the General Assembly Building about every ten minutes, seven days a week, from 9:15 a.m. to 4:30 p.m. Cost to students: 50¢. If you get together a group of ten or more students, the UN Visitors Service will arrange a tour for your group at the regular student rate.

HOW TO FIND WHERE YOU WANT TO GO

Streets run east-west. Avenues run north-south. The higher street numbers are north. Warning: Avenue of the Americas parallels Fifth and Seventh Avenues and runs between them. However, New Yorkers have firmly resisted calling it anything but its old name of Sixth Avenue. Accordingly, you will *see* the former but will *hear* only the latter.

Fifth Avenue is the dividing line; building numbers start there and get higher as you move west (toward the Hudson River) and east (toward the East River). Most of these streets are one-way; you usually drive west on odd-numbered streets and east on even.

Locating the street nearest an avenue address in New York is one of the problems confronting both visitor and native. The following rule will usually work with fair accuracy to within a block or two:

Drop last figure of address, divide by two, then add key number listed below. *Example:* Where is 621 Seventh Avenue? Drop last digit; divide 62 by 2, giving 31; add 12. Result is 43rd Street. The key numbers are as follows:

Avenue A: add 4.
Avenue B: add 3.
Avenue C: add 3.

Avenue D: add 3.
First Avenue: add 3.
Second Avenue: add 3.

Third Avenue: add 10.
Fourth Avenue: add 8.
Fifth Avenue: to No. 200, add 13; to No. 400, add 16; to No. 600, add 18; to No. 775, add 20; to No. 1286, drop last figure and subtract 18.
Sixth Avenue: subtract 13.
Seventh Avenue: to No. 1800, add 12; above No. 1800, add 20.
Eighth Avenue: add 9.
Ninth Avenue: add 13.
Tenth Avenue: add 13.
Eleventh Avenue: add 15.
Amsterdam Avenue: add 59.
Audubon Avenue: add 165.
Broadway above 14th Street: subtract 30.

Central Park West: divide number of building by 10 and add 60.
Columbus Avenue: add 59.
Convent Avenue: add 127.
Edgecombe Avenue: add 134.
Ft. Washington Avenue: add 158.
Lenox Avenue: add 110.
Lexington Avenue: add 22.
Madison Avenue: add 27.
Manhattan Avenue: add 100.
Park Avenue: add 34.
Pleasant Avenue: add 101.
Riverside Drive: divide number of building by 10 and add 72.
St. Nicholas Avenue: add 110.
Wadsworth Avenue: add 173.
West End Avenue: add 59.

BUSES

There are four Fifth Avenue buses serving the Medical Center area: Numbers 2, 4, 5, and 19. Going uptown, Numbers 2, 5, and 19 stop at Broadway and 168th Street, a long block from Maxwell Hall. The Number 4 bus stops at Ft. Washington Avenue and 168th Street, just above Maxwell Hall. Going downtown, the nearest bus stops for the Medical Center are at 165th Street and Broadway, for the Number 2; at 168th Street and Broadway in front of the hospital, for Numbers 5 and 19; and in front of the Neurological Institute, for the Number 4. All these buses go down Fifth Avenue at some point below 110th Street.

SUBWAYS

INDEPENDENT (IND): the quickest subway serving the Medical Center. Listed below are the trains most frequently used and some important stops:

Eighth Avenue train A

168th Street: Medical Center
59th Street: Columbus Circle, Coliseum (change here for D train)
42nd Street: Port Authority Bus Terminal
34th Street: Pennsylvania Railroad Station
West 4th Street: Greenwich Village

Sixth Avenue train D (board train at 59th Street)

50th Street: Rockefeller Center

42nd Street: Times Square

34th Street: Macy's and Gimbel's (department stores)

INTERBOROUGH RAPID TRANSIT (IRT): only local stops from Medical Center to 96th Street.

168th Street: Medical Center

116th Street: Columbia University

96th Street: change here for express train

59th Street: Columbus Circle (local stop); Coliseum

42nd Street: Times Square (express stop); change here for shuttle to Grand Central Station (see below)

34th Street: Pennsylvania Station (express stop)

SHUTTLE TO GRAND CENTRAL STATION: follow the red lights from the Times Square stop to the shuttle platform. The shuttle train leaves frequently and takes about two minutes.

MUSEUMS AND PLACES OF HISTORICAL INTEREST

Of particular interest are the museums listed below. All of them hold special exhibitions, which are announced in the Sunday *New York Times* and in the current issue of *The New Yorker* and *Cue* magazines.

The Cloisters (Ft. Tryon Park in Washington Heights): medieval art and architecture. Tuesday through Saturday, 10-5; Sundays and holidays, 1-5; closed Monday. Free.

Dyckman House (204th Street and Broadway): only 18th-century farm-house on Manhattan Island. Garden and house have been restored to original condition. Built in 1783 and owned by Dyckman family for nearly a century. Now owned and maintained by the Department of Parks. Daily except Monday, 11-5. Free.

The Frick Collection (Fifth Avenue at 70th Street): 14th- to 19th-century art. Lectures and chamber music concerts. Tuesday through Saturday, 10-5; Sundays and holidays, 1-5. Closed Mondays, major holidays, and the month of August. Free.

The Solomon R. Guggenheim Museum (1071 Fifth Avenue): "non-objective" art. Student lectures. New building designed by Frank Lloyd Wright. Tuesday, Thursday, and Friday, 10-6; Wednesday,

10-9; Sundays and holidays, 12-6. Closed Mondays and Christmas Day. 50¢.

The Hispanic Society of America Museum (Broadway at 156th Street) : Spanish and Portuguese art of all periods, including a notable collection of paintings and etchings by El Greco, Velásquez, and Goya. Tuesday through Saturday, 10-4:30; Sunday, 2-5. Closed Mondays, July 4, Thanksgiving Day, and Christmas Day. Free.

The Jacques Marchais Center of Tibetan Art (340 Lighthouse Avenue, Staten Island) : built in the form of a Tibetan temple. Private library. Tuesday and Thursday, 2-5, free. Second and fourth Sundays of each month, 2-5, 50¢. Open in January and February by special appointment only. Groups from the University may visit the Center any day at no charge if they telephone ELdorado 1-3280 in advance.

Jumel Mansion (Edgecombe Avenue and West 160th Street) : Georgian colonial house built by Roger Morris in 1765. George Washington's headquarters in 1776. Purchased in 1810 by Stephen Jumel, a French merchant whose widow married Aaron Burr. Owned by the City of New York and operated as a museum. Daily except Monday, 11-5. Free.

The Metropolitan Museum of Art (Fifth Ave. at 82d Street) : one of the world's finest collections, covering five thousand years of painting and allied arts, sculpture, architecture, arms and armor, costumes, musical instruments, and the other major art forms. Reference library and photograph collection. Art and book shop. Lectures, concerts, and gallery tours. Tuesday through Saturday 10-5; Sundays and holidays 1-5; closed Monday. Free.

The Museum of Modern Art (11 West 53d Street) : contemporary art, from painting to photography to industrial design. Daily showings of revivals of important motion pictures. Monday through Saturday, 11-6; Thursday, 11-10; Sunday, 1-7. 95¢. Groups of ten to thirty students may visit for 50¢ each.

The Museum of Primitive Art (15 West 54th Street) : world-wide collection of primitive sculpture, metal working, textiles, and pottery. Tuesday through Saturday, 12-5; Sunday, 1-5. 35¢.

The Pierpont Morgan Library (29-33 East 36th Street) : rare books, manuscripts, and drawings. Reading room. Monday through Satur-

day, 9:30-5 (reading room, 9:30-4:45). Closed Sundays, holidays, Saturdays during July, and the month of August. Reading room open to students only, Monday through Friday, in August.

The Riverside Museum (Riverside Drive at 103d Street): contemporary paintings. Open seven days a week, 1-5. Closed holidays and July-September. Free.

The Whitney Museum of American Art (22 West 54th Street): twentieth-century art. Special exhibitions of both historical and contemporary works. Open seven days a week, 1-5. Closed major holidays. Free.

New Yorkers enjoy the pleasant experience of "gallery-hopping." In midtown Manhattan, between Lexington and Fifth Avenues in the 50's, 60's, and 70's, are the art dealers' galleries, where exhibitions of art of all periods change continuously throughout the year.

Constitution

Preamble

We, the students of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The Association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purpose in relation to student living and social and other co-curricular activities. The Honor System is recognized as being vital to stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

ARTICLE I. Name

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Hereafter it shall be referred to as the Association.

ARTICLE II. Membership

All students of the School shall be active members of the Association.

ARTICLE III. Officers

The officers, who will be elected by the student body, shall consist of a President, two Vice Presidents, a Secretary, and a Treasurer.

ARTICLE IV. Advisers

All faculty representatives shall act in an advisory capacity.

ARTICLE V. Organization

Section 1. There shall be an Executive Board consisting of the following members:

The President of the Association
The two Vice Presidents of the Association
The Secretary of the Association
The Treasurer of the Association
The Chairman of the Activities Council
The President of the Third-Year Class
One representative of the Third-Year Class
The President of the Second-Year Class
One representative of the Second-Year Class
The President of the First-Year Class
Two representatives of the First-Year Class
The representative of the Third-Year Class to the Student Nurses' Association of New York State
The representative of the Third-Year Class to the Columbia University Student Council
A member from the faculty
The Director of Residence and Health
The Director of Recreation

Section 2. There shall be an Honor Board consisting of the following members:

The President of the Association
The two Vice Presidents of the Association
The President of the Third-Year Class
The President of the Second-Year Class
The President of the First-Year Class
A member from the faculty
The Director of Residence and Health or other faculty members as deemed necessary by the Honor Board

Section 3. There shall be a Judiciary Board consisting of the following members:

The Second Vice President of the Association
Two representatives of the Third-Year Class

Two representatives of the Second-Year Class
Two representatives of the First-Year Class
Two representatives of the Affiliating Students

Section 4. There shall be a Residence Council consisting of the following members:

The First Vice President of the Association
One representative from each corridor
The Chairman of the Sewing Committee
The Director of Residence and Health
One resident faculty member

Section 5. There shall be an Activities Council consisting of the following members:

The Chairman of the Activities Council
The Cochairman of the Activities Council
The committee and club chairmen
The Vice President of each class
The Secretary of the Activities Council
The Director of Recreation

ARTICLE VI. Meetings

Section 1. An annual meeting of the Association shall be held in the spring for the installation of the officers for the ensuing year.

Section 2. The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of the Board.

Section 3. The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

Section 4. The Judiciary Board shall meet at least once a month and whenever deemed necessary by the chairman.

Section 5. The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

Section 6. The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the chairman.

ARTICLE VII. Class Organizations

Section 1. There shall be three class organizations: First-Year, Second-Year, and Third-Year.

Section 2. The First-Year Class shall elect one President, one Vice President, one Secretary, one Treasurer, two representatives to the Executive Board, two representatives to the Judiciary Board, one representative to the Student Nurses' Association of New York State, the Secretary to the Activities Council, and three representatives to serve on both Class and Association Nominating Committees.

Section 3. The Second-Year Class shall elect one President, one Vice President, one Secretary, one Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to the Student Nurses' Association of New York State, one representative to the Columbia University Student Council, and three representatives to serve on both Class and Association Nominating Committees.

Section 4. The Third-Year Class shall elect one President, one Vice President, one Secretary, one Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to the Student Nurses' Association of New York State, and one representative to the Columbia University Student Council.

ARTICLE VIII. Amendment

Any amendment to this Constitution shall be submitted in writing to the Executive Board of the Association. Such amendment must be signed by twenty-five members of the Association at large. Following Board approval it shall be posted two weeks before an Association meeting at which time the amendment shall be read by the Secretary of the Association under the heading of new business. After said amendment has been read, a two-thirds vote of the members present is required for its adoption.

ARTICLE IX. Procedure of Meetings

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

By-Laws

ARTICLE I. Duties of Membership

Section 1. To participate in the activities of this Association.

Section 2. To attend all Association meetings.

ARTICLE II. Duties of Officers

Section 1. The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside over meetings of the Association and the Executive Board; be a member of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees. She shall represent the Association upon request and be an ex officio member of all divisions of the Association.

Section 2. The First Vice President of the Association shall assume the duties of the President in the absence of the latter. She shall be chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be chairman of the Student Committee on First-Year Orientation to the Association, and shall represent that class until officers are elected. She shall act as chairman of the Nominating Committee for the Association elections.

Section 3. The Second Vice President of the Association shall assume the duties of the President in the absence of the President and the First Vice President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

Section 4. The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association.

Section 5. The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year.

ARTICLE III. Divisions of the Association

Section 1. The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Director of Residence and Health. The elected officers of the Association shall have the power to act in emergency situations between sessions.

Section 2. The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offenses of the Honor System referred to it by the Judiciary Board.

Section 3. The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

Section 4. The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. Student representatives from the north, south, and center corridors of each floor, together with the Residence and Sewing Committees, shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Floor representatives and members of these committees shall be appointed or elected at the chairman's discretion.

Section 5. The Activities Council shall establish an efficient co-curricular program and coordinate school activities. The Chairman shall be the Cochairman from the preceding year. The Cochairman shall be elected by the First-Year Class by the first week in April. These two shall act coordinately together for the year when a new Cochairman shall be elected and the present Cochairman shall become the Chairman. There shall also be a Secretary elected in October from the First-Year Class. The Chairman shall make arrangements for announcements in the Association meetings, pertaining to the Activities Council.

a. All standing committees and clubs of the Council shall be directly responsible to the Activities Council and shall be represented on the Executive Board by the Chairman of that Council.

- b. The following are the standing committees and clubs of the Activities Council, the duties and responsibilities of which are explained in this *Handbook*:

Affiliating Committee	Orchestra
Athletic Club	Polygon Club
Book Nook	Pool Guards
Bulletin Board Committee	Social Committee
Cosmopolitan Club	Thrift Shop Committee
Dramatic Club	<i>Vital Signs</i> Committee
Glee Club	White Caps

Section 6. Divisions of the Association, Committees, Clubs, and Classes shall submit to the Secretary of the Association, semiannually in January and May, a written activities report.

ARTICLE IV. Meetings

Section 1. The Association shall hold scheduled meetings the second week of September and the first week of November, January, March, and May. Special meetings may be called at the discretion of the president or upon request of the Executive Board.

Section 2. Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

Section 3. Meetings of the divisions of the Association and of committees and clubs shall be held at least once a week. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

Section 4. A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

ARTICLE V. Nominations, Elections, and Recall

Section 1. Nominations

- a. A Nominating Committee for the Association elections shall be formed annually in January. It shall consist of the first Vice President of the Association who shall act as Chairman, the Second Vice President of the Association, the President, Vice President, and three elected representatives from each of the First- and

- Second-Year Classes. If any member of the Nominating Committee is nominated for office, she will be replaced on the committee by a member appointed by the Class President.
- b. At a Second-Year Class meeting, the President shall accept recommendations from the floor for the offices of President, First Vice President, and Second Vice President of the Association.
 - c. At a First-Year Class meeting, the President shall accept recommendations from the floor for the offices of Secretary and Treasurer of the Association.
 - d. The Class Presidents shall submit these recommendations to the Nominating Committee. This committee shall select three candidates and two alternates for each office with due consideration to the submitted recommendations; however, the Nominating Committee shall not be confined to those recommended by the classes.
 - e. The Nominating Committee shall submit its selections of the three candidates and two alternates for each office to the Faculty for approval on the basis of the individual's health record and academic standing.
 - f. Following faculty approval, and the nominees having accepted nominations, the final slate shall be posted and elections are to take place.
 - g. No member of the Association shall be eligible for election to more than one office concurrently.
 - h. A candidate who accepts nomination for any office must agree that if elected, she will not resign from that office in order to accept another.

Section 2. Elections

- a. The annual elections of the Association shall be held by the first week in March.
- b. The Officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes to be elected. The new officers shall sit in at the April meeting of the Executive Board, shall be installed at the beginning of the May meeting of the Association, and shall take office immediately.
- c. The Nominating Committee shall be responsible for the mechanics of the election.
- d. Qualifications
 - 1. The President, First Vice President, and Second Vice President shall be elected from Group B of the incoming Third-Year Class.

2. The Secretary and Treasurer shall be elected from the incoming Second-Year Class.
- e. The Adviser and any other faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
- f. Chairmen of standing committees and clubs shall be elected by their respective committees.
- g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by the Board.
- h. Class Elections
 1. The officers of the First-Year Class shall be elected by the second week in October. The First Vice President of the Association shall accept nominations from the floor at a class meeting.
 2. The officers of the Second- and Third-Year Classes shall be elected by the first week in April and shall take office at the time of the May meeting of the Association.
 - (a) Nominations shall be accepted from the floor at a class meeting and shall then be submitted to the Class Nominating Committee which shall consist of the Class Secretary, Treasurer, and three elected representatives from the class.
 - (b) The Class Nominating Committee shall work in the same manner as the Nominating Committee for the Association elections. (See Article V, Section 1, *d*, *e*, and *f*.)
 3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
 4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
 5. A class representative to the Executive Board is elected by her class to represent its opinions and feelings on various issues concerning the entire student body or her class.
 6. A Class Adviser shall be elected by the First-Year Class at the first organized class meeting following class elections. A list of faculty members available for this position may be obtained from the Adviser of the Association. The Class Adviser shall be an honorary class member and share with the class the responsibility for all its activities.
 7. Each Second-Year Class shall elect an honorary member who is known for his or her interest in nursing.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creeds.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL '26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD '02



Columbia University • Faculty of Medicine

Nursing Student's Handbook

1962-1963

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York 32, N. Y.

TELEPHONE: From 7 a.m. to 12:30 a.m.: LOrraine 8-5600
From 12:30 a.m. to 7 a.m.: WAdsworth 3-2500,
Extension 7063

Emergencies

In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or, after midnight, through the infirmary.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Third-year students:

Sturges

Second-year students:

First floor, south corridor

First-year students:

First floor, north corridor

Nursing Student's
HANDBOOK
1962-1963

Contents

GREETINGS TO THE CLASS OF 1965 3

OFFICES OF FACULTY MEMBERS 4

THE NURSING STUDENT'S HANDBOOK 5

STUDENT GOVERNMENT AND PROFESSIONAL ORGANIZATIONS 7

University Student Council, 10. Professional Organizations, 10.

GENERAL POLICIES 11

Your Room, 11. Your Uniform, 12. Conduct and Discipline, 13.
Quiet Hours, 14. Guests, 14. Signing In and Out, 15.
Change of Home Address, 18. Marriage, 18. Vacations, 19.
Visiting Patients in the Medical Center, 19.

SERVICES AND FACILITIES 20

Automobiles, 20. Banking Your Money, 20. Employment, 20.
Health Service, 21. Identification, 22. Laundry, 22.
Libraries, 23. Lost and Found, 25. Luggage, 25.
Mail and Packages, 25. Meals, 26. Religious Life, 27. Sewing
Machine, 28. Shops and Stores, 28. Telephone Calls, 29.
Valuables, 29.

ACTIVITIES AND RECREATION 30

Bard Hall, 30. Bridge, 30. Bulletin Board Displays, 30. Dances,
30. Dramatics, 30. Hospitality for Affiliating Students, 31.
Morningside Campus, 31. Music, 31. Picnics, 32. Publications,
32. Sports, 33. Television, 34. Theatre and Movies, 34.
Thrift Shop, 34.

NEW YORK CITY 35

CONSTITUTION 41

To the Class of 1965:

Just as man's orbit of the earth has opened up new frontiers in space, we hope that your arrival at Columbia will unfold new horizons for you.

We are pleased that you have selected nursing as your career. It is becoming one of the major professions that help man to understand himself and to live effectively within his world.

When you enter our School, you also enter a profession. As a member of the profession, there are requirements and standards which you must meet, but your contributions and original thinking as an individual will still be needed. As a student, you will be learning the concepts and ideas of the past and present, as well as developing the intellectual and technical skills which will enable you to contribute to the nursing practice of the future.

You have chosen a school which has available the clinical facilities of a great medical center and the campus facilities of one of the country's leading universities. In addition, because the School is also in New York City, you have the added opportunity to enjoy its many cultural advantages. The facilities of New York City, though available to all of you, can be of benefit only if you draw upon them.

The nurse, as a professional person, is called upon to play many conforming roles; yet never should she forget her own uniqueness. As such an individual we should like to welcome you to Columbia.

Ditcheen Ann Keller

President

STUDENT GOVERNMENT ASSOCIATION

September, 1962

Offices of Faculty Members

Miss Elizabeth Gill. *Associate Dean*
Nursing Office. Extension 278
Secretary: Miss Dovey

Miss Helen Pettit. *Professor of Nursing*
Nursing Office. Extension 406

Miss Constance Cleary. *Associate Professor of Nursing*
Room 119 Maxwell Hall. Extension 635
Secretary: Miss Armstrong

Miss Dorothy E. Reilly. *Associate Professor of Nursing*
Room 123 Maxwell Hall. Extension 7815

Mrs. Harriet Deleuran. *Assistant Professor of Nursing*
Room 122 Maxwell Hall. Extension 634

Miss Florence Vanderbilt. *Director of Residence and Student Health*
Room 304 Maxwell Hall. Extension 639
Secretary: Mrs. Ruddiman

Miss Amarylius A. Ticnor. *Director of Recreation*
Room 102 Maxwell Hall. Extension 7782

The Nursing Student's Handbook

This handbook is intended to give you the information you need about Maxwell Hall and to serve as a guide to community facilities. Miss Vanderbilt, the Director of Residence and Student Health, and Miss Ticnor, the Director of Recreation, will be glad to explain any of the items more specifically or to supply further information about the metropolitan area. Miss Vanderbilt and the Executive Board of the Student Government Association are responsible for the organization and administration of Maxwell Hall.

► TO FIND OUT WHAT IS GOING ON

Information of special interest is posted regularly on bulletin boards.

INFORMATION

WHERE POSTED

Department of Nursing
Class notices

South elevator lobby

Student government
Recreational notices
Lost and found
Special notices

Opposite telephone booths

Personal and
telephone messages

By Desk

Class notices
Clinical assignments
Vacation notices
Health notices: x-rays, tuber-
culins, etc.

North corridor

6 INFORMATION

INFORMATION	WHERE POSTED
Library notices	Tod Memorial Library
Displays	
Class and floor notices	South elevator lobbies on each resident floor
Activities Council	Lobby of basement passenger elevator
Class meetings	
Special events	Outside dining room

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board must be approved by Miss Vanderbilt or Miss Ticnor.

Student Government and Professional Organizations

The Student Government Association, under the authorization and with the advice of the faculty, is responsible for planning and maintaining many programs which affect student life. Every student is automatically a member of the Association. Officers of the Association are elected by the students and consist of a president, three vice presidents, a secretary, and a treasurer. The work of the Association is carried out through the five divisions described below—the Executive Board, Honor Board, Judiciary Board, Residence Council, and Activities Council. The membership of the five divisions is given in Article V of the Constitution.

ASSOCIATION OFFICERS, 1962-1963

President: Gretchen Keller

First Vice President: Jill Spangenberg

Second Vice President: Gloria Nelson

Third Vice President: Martha Altland

Secretary: Gail Brolin

Treasurer: Mary Beach

DIVISIONS OF THE ASSOCIATION

EXECUTIVE BOARD

Membership: officers of the Association; Jeanne Steadmann, president, Class of 1963; Elizabeth Reese, representative, Class of 1963; Patricia Valentine, president, Class of 1964; Pamela Gordon, representative, Class of 1964; president and two representatives, Class of 1965; and Misses Pettit, Vanderbilt, and Ticnor, faculty representatives.

The Executive Board administers the affairs of the Association. At monthly meetings it discusses questions submitted by any group, person, or division within the Association.

HONOR BOARD

Membership: the president and the three vice presidents of the Association; the presidents of the three classes; and two members of the faculty.

The Board acts on major infractions of the Honor System which are referred to it by the Judiciary Board.

JUDICIARY BOARD

Membership: Gloria Nelson, *chairman*; Barbara Chambers and Sandra Evans, representatives, Class of 1963; Sandra Bonney and Barbara Frick, representatives, Class of 1964; two representatives, Class of 1965.

The Judiciary Board hears all infractions and offenses of school regulations and takes appropriate action.

RESIDENCE COUNCIL

Membership: Jill Spangenberg, *chairman*; representatives from student floors; chairmen, Food and Sewing Committees; Miss Vanderbilt, adviser.

The Residence Council creates and maintains living conditions conducive to the students' development and to the policies of the School. It makes rules to accomplish this with the approval of the Executive Board.

ACTIVITIES COUNCIL

Membership: Martha Altland, *chairman*; Judith Bertsch, vice president, Class of 1963; Elaine Warner, vice president, Class of 1964; vice president, Class of 1965; secretary (elected from Class of 1965); Miss Ticnor, adviser.

The Activities Council coordinates and is responsible for all the activities in which students take part throughout the year. Committees of the Council are as follows:

Affiliating Committee: Linda Kivowitz, *chairman*. See Hospitality to Affiliating Students.

Athletics Club: Valerie Ireland, *chairman*. See Sports.

Bulletin Board Committee: Barbara Goepfert, *chairman*. See Bulletin Board Displays.

Cosmopolitan Club: Sandra Weltner, *chairman.* See Music and Theatre and Movies.

Dramatics Club: Mary Ann Cosgrove and Rhona Sussmen, *cochairmen.* See Dramatics.

Glee Club: Jeffrey-Lynch Mower, *chairman.* See Music.

Orchestra: Veronica Lawrence, *chairman.* See Music.

Polygon Club: Bonnie Ebert, *chairman.* See Bridge.

Pool Guards: Susan Maurer, *chairman.* See Sports.

Social Committee: Cochairmen to be announced. See Dances and Music. (Organizes all social events not sponsored by a class)

Thrift Shop: Judith Herron, *chairman.* See Thrift Shop.

Vital Signs: Ann Taylor, *chairman.* See Publications.

White Caps: Jean Scepka, *chairman.* See Sports.

CLASS OFFICERS

CLASS OF 1963

President: Jeanne Steadmann
Vice President: Judith Bertsch
Secretary: Janice Taylor
Treasurer: Mary McCarron
Class Adviser: Miss Betz

CLASS OF 1964

President: Patricia Valentine
Vice President: Elaine Warner
Secretary: Jean Smith
Treasurer: Eloise Leib
Class Adviser: Miss Kolditz

CLASS OF 1965*

President:
Vice President:
Secretary:
Treasurer:
Class Adviser:

THE HONOR SYSTEM

The honor system was established by the Student Government Association, with the support of the faculty, to help maintain the standards and regulations of the School. As a student in the School, you assume the obligation of self-government.

* To be elected. Write in the names when they are announced.

Basic to maintaining an honor system is the understanding that you do your academic work independently, never submitting as your work that which has been done by anyone else, or permitting your work to be used by another student. If you wish to help another student, you are welcome to do so if the help is a constructive aid in learning. Giving or receiving aid during examinations is not permitted; the entire group is responsible for preventing violations. Quoted material must be enclosed in quotation marks, with proper references to sources.

A part of your obligation in self-government is the following: you are expected to report yourself for any violation and to ask an offender to report herself. If the offender does not report herself, it is your responsibility to report the infraction within twenty-four hours.

All violations of the regulations should be reported to the Chairman of the Judiciary Board, with the exception of violations in the clinical areas. These should be reported to the head nurse in the area.

Attendance is required at student government and class meetings. If you have a special request concerning absence from a student government meeting, you must present your request personally to a member of the Judiciary Board on the date of the meeting. You present special requests concerning class meetings to the Class President.

► UNIVERSITY STUDENT COUNCIL

All divisions of the University are represented on the Student Council. The number of representatives is in proportion to the number of students in a division. Officers are elected in April from the Council membership. Sandra Myers '63 is the delegate and Audrey Smith '64, the alternate delegate, from the Department of Nursing.

► PROFESSIONAL ORGANIZATIONS

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurse Association, under the advisoryship of the American Nurses Association and the National League for Nursing. You become a member of the state and national organizations through the local association, Area 8, in our School. Regular meetings are held to which you are invited, and you are urged to join and participate. Each year two delegates represent our School at the annual conventions of the state and national associations. The delegates for 1962-1963 are Ellen Bakanowsky, Third-Year Class Representative, and Vanessa Noble, Second-Year Class Representative.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, bedspreads, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to Miss Vanderbilt.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. Keep food in metal containers to discourage bugs and mice.
6. If you want to hang pictures or other objects, use the wall hooks provided for this purpose. If you live in an “old” room, you may place extra hooks along the moulding near the ceiling. If you live in a “new” room, you may use masking tape and gummed tab hangers. *Scotch tape and tacks are not permitted.*
7. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
8. Fish are the only pets permitted.
9. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the “old” rooms; one floor lamp and one table lamp, in the new rooms). You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You must have your extension cords checked by the housekeeper before you use them; you should exercise care in positioning the cords. *You may not iron or cook in your room.*

HOUSEKEEPING

Your room is cleaned once a week by the housekeeping department. Consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. If you want to clean your room on your own, you will find equipment in the cleaning closet, with the exception of dusters, which you must obtain through Miss Vanderbilt.

ROOM CHANGES

Each summer you will be assigned a different room by Miss Vanderbilt, and you will exchange your room key at the reception desk. You may get a wicker hamper from the mezzanine for moving your personal equipment. Please return the hamper when you finish using it. You may not move furniture—even bureau drawers—from one room to another, nor may you add extra furniture to your room without Miss Vanderbilt's permission.

► YOUR UNIFORM

Your official uniform is a long-sleeved, blue-and-white-striped cotton dress with a starched white collar, white bib and apron, and a white cap. The cap, made of fine white lawn, has a quarter-inch pleat in the back. The brim, about three inches wide, is turned back just far enough to meet the fullness at the top of the pleat. You hold your cap in place with white-headed pins.

During the first part of your first year you wear a navy-blue uniform with white collar, black leather oxfords, and beige stockings. After this, you wear the official uniform with black leather oxfords and black stockings; in your third year the black shoes and stockings are replaced with white. Group A students change to white shoes and stockings in their second year.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Your hair should be above your collar in length, and your cosmetics, including nail polish, should be inconspicuous. Wedding rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) You are required to wear a wrist watch with a sweep second hand. No part of your uniform is to be worn out of doors.

SUPPLEMENTARY UNIFORMS

You wear a special two-piece, short-sleeved, white uniform with bib and apron when you are having your clinical experience in the operating room or in the maternity services. You also wear this uniform in the summer, between June 15 and September 1. You may obtain your uniforms from the sewing room in June. Attach a name tape to each piece. These uniforms are sent to the laundry with your weekly supply. After September 1, unless you are assigned to maternity or the operating room, remove the name tapes and return your uniforms, *freshly laundered*, to the sewing room.

When you do field work in public health, you wear the navy uniform with a white bow. You provide your own rain attire and black leather oxfords. You are required to rent an official navy-blue public health nursing coat and an overseas cap for mild weather or a wool hood for cold weather. This equipment is dispensed through the public health nursing office.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewed on, in the sewing room. However, your uniforms must be laundered first. If your caps or collars need replacing, take them to the sewing room. You may obtain additional studs and collar buttons for five cents each by submitting a special slip which is issued at the Desk.

► CONDUCT AND DISCIPLINE

When you become a member of the nursing profession, you assume responsibilities, both as an individual and as a member of the group. You will find that the word "nurse" means a great deal to people and, as a result, they will make certain demands of you.

The health professions have high standards which the members of the other disciplines in the Medical Center, as well as the people in the community, look to us to maintain. It is important to remember that many of our patients come from the immediate vicinity and entrust themselves to us often. Therefore, you should always conduct yourself in a way that will be a credit to yourself and to our profession. Appropriate dress is one simple yardstick to bear in mind: dress in the city is more formal than on rural campuses. You may wear slacks, dungarees, and shorts in the Snack Bar and Commons Room. They are not accept-

able on the street or in the parts of Maxwell Hall where you receive guests.

When you are wearing your uniform, you may not smoke in public or below the second floor of the residence; the only exception is the Game Room. Alcoholic beverages are prohibited in the residence.

► QUIET HOURS

You are asked to observe the following in regard to quiet in the Hall:

1. General quiet hours are from 9 a.m. to 4 p.m. and from 10:30 p.m. to 7 a.m.
2. Keep record players, radios, and television at room volume.
3. Play musical instruments in your room between 4 p.m. and 6 p.m. only; you may play them in the faculty lounge between 4 p.m. and 10 p.m.
4. Pianos and radios may be played until 10:30 p.m. in Sturges Auditorium, the gymnasium, the sitting rooms, and the faculty lounge.
5. Parties may not be held in the corridors after 10:30 p.m.

► GUESTS

You may have guests during the day at your discretion or women guests overnight. They are also welcome to join you for all meals, which are reasonable in price. If your friends are not staying overnight, they are expected to leave by 10:30 p.m.

If your guest is to stay overnight, notify Miss Vanderbilt twenty-four hours in advance. Obtain a request slip from the Desk and indicate on the slip the number of your guests, the date and time they expect to arrive, and the kind of accommodations you wish for them. You must greet your guests when they arrive, see that they sign the guestbook at the Desk, and show them to their rooms. If your schedule does not allow this, you must arrange for someone else to take care of your guests in your place.

Your friends are welcome at many activities of the School. You may also take them on a tour of the hospital during the day. First get permission from Miss Vanderbilt, the faculty member on call, or a member of the staff in the nursing office. You must wear your uniform.

► SIGNING IN AND OUT

DAY PASSES

You may leave the residence between 7 a.m. and 10:30 p.m., but you must always sign out at the Desk, stating your destination, and sign in when you return. If you are a second-year Group A student or a third-year Group B student, you may sign out until midnight. Special permission to leave the residence at other times must be obtained from Miss Vanderbilt or the faculty member "on call." A slip for this permission may be obtained at the Desk. No permission is needed for attending early Mass before 7 a.m. Day passes automatically extend to 11:30 p.m. when you are having night experience.

LATE PASSES

There are four kinds of late permissions (passes) which enable you to return to Maxwell Hall after 10:30 p.m. (or to entertain guests in the Hall after 10:30 p.m.). These are explained below. The number you are eligible to take depends upon the length of time you have been in the nursing program (see page 16).

12:30 a.m.: as its name implies, this pass enables you to stay out until 12:30 a.m.

2 a.m.: you may take this pass if you have no clinical assignment or class before 9 a.m. on the following day.

Floating 2 a.m.: the same as a regular 2 a.m. but without its restriction.

2 a.m. plus: you may sign in any time up to 7 a.m., irrespective of the time of clinical assignment or class the following day. This pass may not be used as an overnight. The door of Maxwell Hall will be open from ten minutes before the hour until ten minutes after the hour beginning at 2:50 a.m.

Late passes are not granted for a week following an illness which has lasted for four days or longer.

OVERNIGHT PASS

You may sign out for an overnight if you do not have a clinical assignment or class before 9 a.m. the following day.

NUMBER OF LATE PASSES ALLOWED

The number of late passes permitted *each month* is as follows:

	GROUP B STUDENTS	GROUP A STUDENTS	
	<i>First Year</i>	<i>Second Year</i>	<i>First Year</i>
12:30 a.m.	6 to Feb 1 10 Feb 1-May 27	15	6 to Feb 1 15 to Sept 16
Floating 2 a.m.	1	2	1 to Feb 1 2 to Sept 16
2 a.m. plus	none	1 after Dec 1	2 to Sept 16

Restrictions on the number and kinds of late passes do not apply to third-year Group B students and second-year Group A students.

HOW TO SIGN IN AND OUT

For a Day Pass: 1. Sign your name in the appropriate column (class) on the large sign-out sheet on the Desk and fill in the data requested for the other columns. If you are having night experience, write "Night Nurse" in the "time out" column; this automatically extends your pass to 11:30 p.m. 2. When you return, enter the time in the designated column.

For a Late Pass: 1. Find your own card (color according to class) in the "IN" file box at the Desk (see the sample below). 2. Fill in all information required opposite the appropriate date and place the card in the "OUT" box. 3. Sign the Flag Sheet designated *for your class* (the Flag Sheet lists all students out on late passes). 4. When you return, mark the time of arrival in the "IN" column opposite the appropriate date, and return the card to the "IN" box; then cross your name off the Flag Sheet.

For an Overnight Pass: In addition to signing out on the individual card, you must sign out in the overnight book under the appropriate column and date of your return.

For other absences: when you leave and return from vacation or after any specially arranged absence, you must sign in and out in the Absence Book at the Desk.

NAME: Doe, Mary Jane

CLASS: 1965 MONTH: Sept. 1962

Date	TIME OUT	DESTINATION AND TELEPHONE	EXPECTED TIME IN	TIME IN
1				
2	2 ⁰⁰ PM	Downtown (D.T.)	12 30 AM	12 15 AM
3				
4	4 ⁰⁰ PM	Downtown (D.T.)	2 ⁰⁰ AM	1 30 AM
5				
6	5 ⁰⁰ PM	Downtown (D.T.)	2 f	1 ⁰⁵ AM
7				
8	6 ³⁰ PM	Downtown (D.T.)	2 ⁺	4 ⁰⁵ AM
9				
10	8 ⁰⁰ PM	3 Park Avenue, Bloomfield, N.J.		
11		TEaneck 3-0214		
12		"	10 ³⁰ PM	9/12 9 ⁰⁰ PM
13				
14				
15				

TO CHANGE THE TYPE OF PASS

To change a 10:30 to a 12:30, 2, 2 plus, or overnight: call LOrraine 8-5600 before 10 p.m.

To change a 12:30 to a 2, 2 plus, or overnight: call LOrraine 8-5600 before midnight.

IN EMERGENCIES

To reach "faculty on call": before 12:30 a.m., call WAdsworth 3-2500, extension 281. After 12:30 a.m., call WAdsworth 3-2500, extension 7063.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill it out, and leave it there for Miss Vanderbilt.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit. Permission to marry and continue in the nursing program is contingent on the level of your accomplishment, your health, and your contribution to the program of the School.

Group A students who are married are eligible to live outside Maxwell Hall beginning with the summer term of the first year; Group B students who are married are eligible beginning with the third year. You then request permission through the Honor Board. If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photostat copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date.

See Miss Vanderbilt so that your Blue Cross contract can be changed. When you have completed the above procedures, your name pin will be ordered for you.

► VACATIONS

SUMMER

All personal possessions must be packed and removed from the room before you go on summer vacation. To have trunks and suitcases sent to your room one week before vacation begins, you must leave your name, room number, and request for Mrs. Williams at the Desk. Trunks are not to be taken into the rooms; they must be packed in the hall. If you need cartons as well, you should ask Mrs. Williams for them.

Storage space is provided for suitcases, trunks, and cartons that you do not take with you. All items to be stored must be identified with tags or labels which may be obtained at the Desk and which must be firmly attached. To send luggage, see the instructions on page 25.

You must write legibly your complete home or vacation address in the Absence and Vacation Book at the Desk. Your keys must be left there when you sign out.

You are expected to return to Maxwell Hall after summer vacation by 10:30 p.m. of the day before you resume your program.

CHRISTMAS AND SPRING VACATIONS

You must write legibly your complete home or vacation address in the Absence and Vacation Book at the Desk. You do not turn in your keys.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform.

No plea of ignorance of the rules and regulations will be accepted as an excuse!

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the School and limited beyond. The Medical Center parking lot offers limited parking to guests at 50¢ for three hours and 25¢ for each additional hour. You may obtain information about overnight parking from Miss Vanderbilt, the Director of Residence.

► BANKING YOUR MONEY

The Chemical Bank New York Trust Company, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to 4 p.m., Saturday and Sunday. Your endorsed check must be countersigned by Miss Vanderbilt at one of these times: 9 a.m., 12 noon, and at 4 p.m., Monday through Friday. You must endorse the check again at the cashier's window. If you wish to cash a check in an amount over \$100, you must make special arrangements with Miss Vanderbilt.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

► EMPLOYMENT

There are a few opportunities for earning money in your free time—by babysitting, typing, or working in the library.

TO APPLY: see Miss Ticnor, the Director of Recreation, who will ask you to fill out a form indicating the kind of work you prefer. When the faculty has approved your request, Miss Ticnor will notify you. Approval is granted on the basis of need and your standing in the School and in the community.

BABYSITTING: requests from families of the professional staff of the Medical Center are posted on the bulletin board opposite the telephone booths. If you are interested, use the desk phone to telephone the family and sign your name in the book at the desk.

LIBRARY WORK: the hours are usually from 8 p.m. to 10 p.m. in Tod Memorial Library. The chairman of the Library Committee, Pamela Gordon, will explain your duties to you.

TYPING: If you have filed a request for this kind of work (typing of manuscripts, faculty papers, etc.), you will be notified when the work is available. Rates vary with the particular job.

► HEALTH SERVICE

Nursing School Health Service, 3d floor, south corridor, Maxwell Hall

Hours: open twenty-four hours a day.

Telephone: WAdsworth 3-2500, extension 7063 or 7816

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: Monday, Tuesday, Wednesday, and Friday, 2 p.m.; Thursday, 1:30 p.m.; weekends, by appointment

The staff of the Health Service supervises your health and medical care. The Health Service's fifteen-bed infirmary is staffed day and night by graduate nurses. If you wish to make other arrangements for medical care, you must discuss them with Miss Vanderbilt or Dr. Neuberg.

If you become ill, either at school or at home: you must report your illness to the nurse on duty in the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours. When you return from an illness or convalescence at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day so that your progress may be followed.

If you have been ill for more than three days: you will not be granted a late pass for a week from the day of your recovery. Before you return to your classes and clinical assignment after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or a member of the faculty; this is also required before you are allowed to leave the residence hall.
2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.
3. Take the permission slip to the nursing office in the area where you are assigned and sign your name immediately on the special sheet provided for this purpose.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment.

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Identification Cards: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a general emergency, would facilitate your return there. The card also contains data about you which would be important if you were injured. It will be issued to you by the Personnel Department and should also be carried in your wallet.

► LAUNDRY

YOUR UNIFORM

The School will take care of laundering your uniforms and your personal articles made of cotton. All articles to be laundered through the

School must have name tags attached. The laundry allowance per week is twenty-six pieces, including two uniforms, five bibs, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of the Director of Residence on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the desk and list on it all the items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room, where you may claim your missing articles.

YOUR PERSONAL LAUNDRY

In Maxwell Hall: laundry rooms, with washers and dryers, in the north corridor of the 3d, 5th, 7th, and 9th floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 15¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

In Harkness Hall: six washing and drying machines are available in the basement.

You will find ironing boards in several of the laundries, kitchenettes, and sitting rooms. You may borrow a steam iron for a three-hour period by signing a book at the Desk.

► LIBRARIES

TOD MEMORIAL LIBRARY

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open daily from 8 a.m. to 10 p.m. and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the School and members of the medical profession, is one of the largest of its kind in the world.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform you may be asked to present your Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 2 to 10 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University Library system. It is located at the Morningside Heights Campus between Broadway and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 10 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill out a special information card available at the Medical Library Desk and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42d Street. The general card catalogue is on the third floor in Room 315. The open stacks will be found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue at 161st Street, 535 West 179th Street between Audubon and Amsterdam Avenues. Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it. Articles left at the desk which are not claimed within two weeks are given to the Thrift Shop.

If you lose a valuable article such as a watch, report it to Miss Vanderbilt. A member of the Protective Department will ask you for information which may be of help in recovering the lost item.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage twenty-four hours after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the Director of Residence or the housekeeper by leaving a written request at the Desk.

To ship luggage from Maxwell Hall: leave a notice of express shipment at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece. Luggage must be locked and tagged by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mail box opposite the telephone booths on the first floor. Mail is delivered to the boxes once a day before noon. You will find a box for outgoing mail at the Desk.

If you receive a telegram, package, registered mail, or a special de-

livery letter, your name will be listed at the Desk, where you sign for them. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 5:30 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS

MAXWELL HALL CAFETERIA

You are given meal tickets for use in this dining room only. The tickets may not be transferred except among the resident students. Issued monthly, the ticket books are put in your mail box. If you lose your ticket, you may get another one at the Desk.

Appropriate clothing must be worn; you will not be admitted to the dining room in slacks, shorts, bermudas, or curlers.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book. The rates are 45¢ for breakfast, 70¢ for lunch, and 95¢ for dinner.

The cafeteria is open every day, at the following hours:

Breakfast: 6:30 to 9.

Luncheon: 11:45 to 2.

Dinner: 5 to 6:45 (students delayed in the clinical area are admitted until 7)

You may take fresh fruit, but no other food, from the dining room.

MAXWELL HALL SNACK BAR

Located in the basement, the Snack Bar is open from 7:30 p.m. to 10:30 p.m. every day, except Saturdays and holidays, for sandwiches, ice cream, beverages, cake, and the like, at a nominal cost to you and your guests.

COFFEE SHOP

Located on the first floor of Presbyterian Hospital, the coffee shop is for students on evening and night duty only. You will need a special ticket which may be obtained from the Maxwell Hall Desk. You may get a full meal between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks, up until 10:30 p.m., in one of the small kitchenettes located in the south wing of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitchenette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4.00. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This cafeteria is *not open* to nursing students because of the great burden on its facilities.

► RELIGIOUS LIFE**PAULINE A. HARTFORD MEMORIAL CHAPEL**

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Roman Catholic Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Wednesday, at 8:15 a.m. in the Blessed Sacrament Chapel on the second floor.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the University Christian Fellowship, Newman Club, Seixas-Menorah, and other religious activities on the Morningside Campus.

CHURCHES IN THE CITY

You will find a directory of church services, which is posted each Saturday, on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINE

If you wish to use the sewing machine, which is in the Commons Room, first obtain the approval of a member of the Sewing Committee. Then get the cord for the machine at the desk; sign for it there and return it when you have finished with it. You must supply your own bobbins and replace any needles that you break. If the machine needs repairing, notify the chairman of the Sewing Committee.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Alumnae Shops: on the main floor of Presbyterian Hospital and Harkness Pavilion. The shops sell candy, cigarettes, toiletries, an excellent selection of merchandise appropriate for gifts, and provide a film service. The proceeds benefit the Endowment Fund of the Department of Nursing.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m., Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tuesday and Friday. Telephone extension: 7270. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 2-463, College of Physicians and Surgeons, and carries a full line of medical and nursing textbooks and

all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste, and shampoo. Hours open: 7:30 p.m. to 9:30 p.m., Sunday through Friday, except holidays. Sponsored by the graduating class.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 10:30 p.m., the Desk will buzz your room once. During the evening hours your calls are limited to five minutes, except for long distance calls, which are limited to ten minutes.

The Desk will buzz you twice if it is trying to locate another person and three times if you have a guest in the lobby. Please buzz back so that the Desk will know that you have received the message.

If you are on night duty, the Desk will take messages for you until 4 p.m. After 4 p.m. the Desk will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls are on the first, fourth, sixth, eighth, and tenth floors of Maxwell Hall.

► VALUABLES

You should lock your valuables in your closet or arrange with Miss Vanderbilt to keep them in the safe.

Activities and Recreation

► BARD HALL

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies. You are always welcome.

► BRIDGE

You may learn how to play bridge or you may become an expert, if you have already mastered the fundamentals, at the monthly bridge parties in the Game Room. These parties are sponsored and arranged by the Polygon Club. Refreshments are served. Several parties during the year are held with Bard Hall.

► BULLETIN BOARD DISPLAYS

The Bulletin Board Committee arranges artistic seasonal displays on the many bulletin boards in Maxwell Hall.

► DANCES

There are two big dances each year—a Christmas formal, with the members of the graduating class as hostesses, and a spring formal or semiformal, with the members of the First-Year Class as hostesses. In addition, the Social Committee arranges several informal record dances, open houses, and square dances during the year.

► DRAMATICS

The Dramatics Club, an active little-theatre guild, produces one or two plays each year in addition to a Christmas program in conjunction with the Glee Club.

► HOSPITALITY FOR AFFILIATING STUDENTS

If hospitality is one of your interests, you might want to join the Affiliating Committee, which welcomes the affiliating students, takes them on a tour of the Medical Center, escorts them to their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall.

► MORNINGSIDE CAMPUS

There are many club meetings and other activities on the campus at 116th Street in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards.

► MUSIC

CONCERTS AND OPERAS

The Cosmopolitan Club obtains tickets, many of them at special rates for students, to concerts and operas in New York City. Tickets are advertised on the bulletin board across from the telephones on the first floor and may be purchased in the Sample Shoppe.

GLEE CLUB

The Glee Club gives several concerts each year, including oratorios and selections of folk songs and semiclassical works.

JAZZ CONCERTS

Several jazz concerts, sponsored by the Social Committee, are held in Sturges each year. Other schools are invited frequently.

ORCHESTRA

This group, composed of our instrumental musicians, plays at various functions during the year. Members of the orchestra must provide their own instruments.

VESPER CHOIR

This choir is composed of nursing and medical students who sing at the Wednesday evening Vespers services in the Pauline A. Hartford Memorial Chapel. Tryouts are held early in the fall.

► PICNICS

If you wish to go on a picnic, the food service will provide an ample lunch for you. Obtain a request slip from the desk and attach your meal ticket for that day. You should fill out the request slip twenty-four hours in advance of your picnic and include on the slip the names of all the students going on the picnic. If your picnic is to be on the weekend (including Monday), you must have your request in by 5 p.m. the Friday before. The food service provides a maximum of twenty lunches a day, ten in the morning and ten in the afternoon. Some of the favorite spots for picnics are under the George Washington bridge, along the Hudson River, and at Jones Beach.

► PUBLICATIONS

You may order newspapers by making arrangements at the Desk. Copies of *The New York Times* are available to read in Tod Memorial Library.

Stethoscope: the monthly publication of the Medical Center which publishes news of research and the staff, and current events of the hospital.

Vital Signs: the publication of the School which provides news of the residence, students, coming events, and other information. See a member of the *Vital Signs* Committee, if you are interested in working on the publication.

Starch and Stripes: the School yearbook published under the sponsorship of the graduating class. The book includes pictures of each member of the graduating class in uniform and snapshots of activities in Maxwell Hall and the Medical Center. The snapshots are donated by the students. A copy of the yearbook costs about \$5.00.

► SPORTS

The Athletic Club arranges tournaments with neighboring nursing schools and offers a program of sports for recreation.

BASKETBALL: if basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

PING PONG: you will find a ping pong table in the Game Room. You may want to join in the tournaments which are held in the spring.

SKATING: if you like to skate, you may want to try two popular areas for ice skating during the winter months: Wollman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge.

SKIING: you have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England. The Athletics Club plans several ski trips each year.

SWIMMING: you may swim in the Maxwell Hall pool at any of the following times: Monday through Thursday, 7:30 p.m. to 8:30 p.m., September through April; 8 p.m. to 9 p.m., May through August. You may swim at other times if a life guard is in the group and no class is using the pool.

Pool Guards: members of this committee are the official life guards. You may become a life guard if you pass the senior life-saving course offered here each fall or, if you have passed the course elsewhere, by obtaining the approval of Miss Ticnor. A list of the life guards is posted each month on the bulletin board across from the telephones on the first floor.

White Caps: if you enjoy synchronized swimming and water ballet, you may be interested in joining White Caps. This group presents several water shows each year.

TENNIS: There are several convenient new tennis courts near Riverside Drive near Maxwell Hall.

SUNBATHING

The roof on the south side of Maxwell Hall is the *only* place where you may sunbathe. You are not permitted to take from your room blankets and pillows which belong to the residence.

► TELEVISION

You and your guests may use the television sets in the Game Room and in one of the date parlors on the first floor until 12:15 a.m. After 10:30 p.m. you will need a late pass.

An additional set is in the new Commons Room on the twelfth floor.

► THEATRE AND MOVIES

Each month the Cosmopolitan Club obtains blocks of seats for a current popular play. These shows are advertised on the bulletin board across from the telephones on the first floor; tickets are available in the Sample Shoppe. You may also get discount tickets to plays, movies, and television shows from the Nursing Office on the fourth floor of Presbyterian Hospital.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

► THRIFT SHOP

Members of the Thrift Shop Committee collect clothing for donation to Everybody's Thrift Shop on Second Avenue at 60th Street. Proceeds from sales go to a Department of Nursing scholarship fund.

New York City

TO EXPLORE THE CITY WITHOUT GETTING LOST:

Invest in a map of the city. Hagstrom publishes a good one which includes a map of the subway system and postal zones. Price: 50¢. You can also buy, at any newsstand, *The Complete Street Guide to New York, Manhattan and the Bronx*. Price: 25¢.

TO FIND OUT WHAT IS GOING ON IN TOWN:

See the Sunday *New York Times* or the current number of the weekly magazine *Cue* (25¢), which will tell you what plays, concerts, operas, art exhibits, radio and television shows, movies, and sporting events are being given during the week, how much they cost, and what time they begin. *Cue* also gives a comprehensive list of restaurants with their addresses, inclusive prices, and a brief description of the kinds of food served in each.

See also the sections in the *Handbook* on "Music," "Museums and Places of Historical Interest," and "Theatre and Movies."

TO SEE THE CITY WHEN YOU FIRST ARRIVE:

Try one or all of these:

A trip on the Staten Island Ferry. This will give you a fine view of the New York skyline. Boats leave Battery Park at the bottom of Manhattan every fifteen minutes. The round trip takes about an hour. Cost: 5¢ each way.

A visit at sunset on a clear day to either the Rainbow Room on the 65th floor of the RCA Building, 30 Rockefeller Plaza, or the lounge on the top floor of the Beekman Tower Hotel, First Avenue at 49th Street. As night falls, all the millions of lights come on—an unforgettable sight.

A trip around Manhattan on one of the Day Line or Circle Line boats (from April through October only). The trip takes about three hours. Cost: \$2.50. See *Cue* magazine or the telephone red book under *Sightseeing* for details.

UNITED NATIONS

Sessions of the General Assembly (for three months in the fall) and of the various councils, conferences, and committees (throughout the year) are usually open to the public. As a rule, meetings start at 10:30 a.m. and 3 p.m., Monday through Friday. Free tickets for these open meetings are available at UN Headquarters at First Avenue and 45th Street on a first-come, first-served basis. Tickets become available one half-hour before each meeting and are given out (even after the meeting is in session) as long as they last. The *New York Times* gives information and hours, or you may call UN Information, PLaza 4-1234, on the preceding day.

Headphones are provided at every seat so that you can hear the proceedings translated simultaneously into French, English, Russian, Spanish, and Chinese.

One-hour tours of the Headquarters leave the lobby of the General Assembly Building about every ten minutes, seven days a week, from 9:15 a.m. to 4:30 p.m. Cost to students: 50¢. If you get together a group of ten or more students, the UN Visitors Service will arrange a tour for your group at the regular student rate.

HOW TO FIND WHERE YOU WANT TO GO

Streets run east-west. Avenues run north-south. The higher street numbers are north. Warning: Avenue of the Americas parallels Fifth and Seventh Avenues and runs between them. However, New Yorkers have firmly resisted calling it anything but its old name of Sixth Avenue. Accordingly, you will *see* the former but will *hear* only the latter.

Fifth Avenue is the dividing line; building numbers start there and get higher as you move west (toward the Hudson River) and east (toward the East River). Most of these streets are one-way; you usually drive west on odd-numbered streets and east on even.

Locating the street nearest an avenue address in New York is one of the problems confronting both visitor and native. The following rule will usually work with fair accuracy to within a block or two:

Drop last figure of address, divide by two, then add key number listed below. *Example:* Where is 621 Seventh Avenue? Drop last digit; divide 62 by 2, giving 31; add 12. Result is 43rd Street. The key numbers are as follows:

Avenue A: add 4.
Avenue B: add 3.
Avenue C: add 3.

Avenue D: add 3.
First Avenue: add 3.
Second Avenue: add 3.

Third Avenue: add 10.
 Fourth Avenue: add 8.
 Fifth Avenue: to No. 200, add 13;
 to No. 400, add 16; to No. 600,
 add 18; to No. 775, add 20; to
 No. 1286, drop last figure and
 subtract 18.
 Sixth Avenue: subtract 13.
 Seventh Avenue: to No. 1800, add
 12; above No. 1800, add 20.
 Eighth Avenue: add 9.
 Ninth Avenue: add 13.
 Tenth Avenue: add 13.
 Eleventh Avenue: add 15.
 Amsterdam Avenue: add 59.
 Audubon Avenue: add 165.
 Broadway above 14th Street: sub-
 tract 30.

Central Park West: divide number
 of building by 10 and add 60.
 Columbus Avenue: add 59.
 Convent Avenue: add 127.
 Edgecombe Avenue: add 134.
 Ft. Washington Avenue: add 158.
 Lenox Avenue: add 110.
 Lexington Avenue: add 22.
 Madison Avenue: add 27.
 Manhattan Avenue: add 100.
 Park Avenue: add 34.
 Pleasant Avenue: add 101.
 Riverside Drive: divide number of
 building by 10 and add 72.
 St. Nicholas Avenue: add 110.
 Wadsworth Avenue: add 173.
 West End Avenue: add 59.

BUSES

There are four Fifth Avenue buses serving the Medical Center area: Numbers 2, 4, 5, and 19. Going uptown, Numbers 2, 5, and 19 stop at Broadway and 168th Street, a long block from Maxwell Hall. The Number 4 bus stops at Ft. Washington Avenue and 168th Street, just above Maxwell Hall. Going downtown, the nearest bus stops for the Medical Center are at 165th Street and Broadway, for the Number 2; at 168th Street and Broadway in front of the hospital, for Numbers 5 and 19; and in front of the Neurological Institute, for the Number 4. All these buses go down Fifth Avenue at some point below 110th Street.

SUBWAYS

INDEPENDENT (IND): the quickest subway serving the Medical Center. Listed below are the trains most frequently used and some important stops:

Eighth Avenue train A

168th Street: Medical Center
 59th Street: Columbus Circle, Coliseum (change here for D train)
 42nd Street: Port Authority Bus Terminal
 34th Street: Pennsylvania Railroad Station
 West 4th Street: Greenwich Village

Sixth Avenue train D (board train at 59th Street)

50th Street: Rockefeller Center

42nd Street: Times Square

34th Street: Macy's and Gimbel's (department stores)

INTERBOROUGH RAPID TRANSIT (IRT): only local stops from Medical Center to 96th Street.

168th Street: Medical Center

116th Street: Columbia University

96th Street: change here for express train

59th Street: Columbus Circle (local stop); Coliseum

42nd Street: Times Square (express stop); change here for shuttle to Grand Central Station (see below)

34th Street: Pennsylvania Station (express stop)

SHUTTLE TO GRAND CENTRAL STATION: follow the red lights from the Times Square stop to the shuttle platform. The shuttle train leaves frequently and takes about two minutes.

MUSEUMS AND PLACES OF HISTORICAL INTEREST

Of particular interest are the museums listed below. All of them hold special exhibitions, which are announced in the Sunday *New York Times* and in the current issue of *The New Yorker* and *Cue* magazines.

The Cloisters (Ft. Tryon Park in Washington Heights): medieval art and architecture. Tuesday through Saturday, 10-5; Sundays and holidays, 1-5 (May through September, 1-6); concerts of medieval music, Sunday and Tuesday, 3:30; closed Monday. Free.

Dyckman House (204th Street and Broadway): only 18th-century farmhouse on Manhattan Island. Garden and house have been restored to original condition. Built in 1783 and owned by Dyckman family for nearly a century. Now owned and maintained by the Department of Parks. Daily except Monday, 10-5. Free.

The Frick Collection (Fifth Avenue at 70th Street): 14th- to 19th-century art. Lectures and chamber music concerts. Tuesday through Saturday, 10-5; Sundays and holidays, 1-5. Closed Mondays, major holidays, and the month of August. Free.

The Solomon R. Guggenheim Museum (1071 Fifth Avenue): 20th-century art. Lectures, Thursday through Sunday at 4. New building

designed by Frank Lloyd Wright. Tuesday through Saturday, 10-6; Wednesday, 10-9; Sundays and holidays, 12-6. Closed Mondays, Christmas Day, and July 4. 50¢. Special student rates for groups of ten or more, 25¢.

The Hispanic Society of America Museum (Broadway at 156th Street) : Spanish and Portuguese art of all periods, including a notable collection of paintings and etchings by El Greco, Velásquez, and Goya. Tuesday through Saturday, 10-4:30; Sunday, 2-5. Closed Mondays, July 4, Thanksgiving Day, and Christmas Day. Free.

The Jacques Marchais Center of Tibetan Art (340 Lighthouse Avenue, Staten Island) : built in the form of a Tibetan temple. Private library. Tuesday and Thursday, 2-5, free. Second and fourth Sundays of each month, 2-5, 50¢. During October through March, open by special appointment only. Groups from the University may visit the Center any day at no charge if they telephone ELdorado 1-3280 in advance.

Jumel Mansion (Edgecombe Avenue and West 160th Street) : Georgian colonial house built by Roger Morris in 1765. George Washington's headquarters in 1776. Purchased in 1810 by Stephen Jumel, a French merchant whose widow married Aaron Burr. Owned by the City of New York and operated as a museum. Daily except Monday, 11-5. Free.

The Metropolitan Museum of Art (Fifth Ave. at 82d Street) : one of the world's finest collections, covering five thousand years of painting and allied arts, sculpture, architecture, arms and armor, costumes, musical instruments, and the other major art forms. Reference library and photograph collection. Art and book shop. Lectures, concerts, and gallery tours. Monday through Saturday 10-5; Sundays and holidays 1-5. Free.

The Museum of Modern Art (11 West 53d Street) : contemporary art, from painting to photography to industrial design. Daily showings of revivals of important motion pictures. Monday through Saturday, 11-6; Thursday, 11-10; Sunday, 1-7. \$1.00. Groups of ten to thirty students may visit for 50¢ each.

The Museum of Primitive Art (15 West 54th Street) : world-wide collection of primitive sculpture, metal working, textiles, and pottery. Tuesday through Saturday, 12-5; Sunday, 1-5. 35¢. Tours may be arranged for groups of ten or more.

The Pierpont Morgan Library (29-33 East 36th Street): rare books, manuscripts, and drawings. Reading room. Monday through Saturday, 9:30-5 (reading room, 9:30-4:45). Closed Sundays, holidays, Saturdays during July, and the month of August. Reading room open to students only, Monday through Friday, in August.

The Riverside Museum (Riverside Drive at 103d Street): contemporary paintings. Open seven days a week, 1-5. Closed holidays and July-September. Free.

The Whitney Museum of American Art (22 West 54th Street): twentieth-century art. Special exhibitions of both historical and contemporary works. Open seven days a week, 1-5. Closed major holidays. Free.

New Yorkers may enjoy the pleasant experience of "gallery-hopping." In midtown Manhattan, between Lexington and Fifth Avenues in the 50's, 60's, and 70's, are the art dealers' galleries, where exhibitions of art of all periods change continuously throughout the year.

Constitution

Preamble

We, the students of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The Association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purpose in relation to student living and social and other co-curricular activities. The Honor System is recognized as being vital to stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

ARTICLE I. Name

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Hereafter it shall be referred to as the Association.

ARTICLE II. Membership

All students of the School shall be active members of the Association.

ARTICLE III. Officers

The officers, who will be elected by the student body, shall consist of a President, three Vice Presidents, a Secretary, and a Treasurer.

ARTICLE IV. Advisers

All faculty representatives shall act in an advisory capacity.

ARTICLE V. Organization

Section 1. There shall be an Executive Board consisting of the following members:

The President of the Association
The three Vice Presidents of the Association
The Secretary of the Association
The Treasurer of the Association
The President of the Third-Year Class
One representative of the Third-Year Class
The President of the Second-Year Class
One representative of the Second-Year Class
The President of the First-Year Class
Two representatives of the First-Year Class
The representative of the Second-Year Class to Area 8 of the Student Nurses' Association of New York State
The representative of the Third-Year Class to the Columbia University Student Council
A member from the faculty
The Director of Residence and Health
The Director of Recreation

Section 2. There shall be an Honor Board consisting of the following members:

The President of the Association
The three Vice Presidents of the Association
The President of the Third-Year Class
The President of the Second-Year Class
The President of the First-Year Class
A member from the faculty
The Director of Residence and Health or other faculty members as deemed necessary by the Honor Board

Section 3. There shall be a Judiciary Board consisting of the following members:

The Second Vice President of the Association
Two representatives of the Third-Year Class
Two representatives of the Second-Year Class

Two representatives of the First-Year Class
Two representatives of the Affiliating Students

Section 4. There shall be a Residence Council consisting of the following members:

The First Vice President of the Association
One elected representative from each class
One representative from each corridor
The Chairman of the Sewing Committee
The Director of Residence and Health
One resident faculty member

Section 5. There shall be an Activities Council consisting of the following members:

The Third Vice President of the Association
The committee and club chairmen
The Vice President of each class
The Secretary of the Activities Council
The Director of Recreation

ARTICLE VI. Meetings

Section 1. An annual meeting of the Association shall be held in the spring for the installation of the officers for the ensuing year.

Section 2. The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of the Board.

Section 3. The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

Section 4. The Judiciary Board shall meet at least once a month and whenever deemed necessary by the chairman.

Section 5. The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

Section 6. The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the chairman.

ARTICLE VII. Class Organizations

Section 1. There shall be three class organizations: First-Year, Second-Year, and Third-Year.

Section 2. The First-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, two representatives to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, one representative to Area 8 of the Student Nurses' Association of New York State, the Secretary to the Activities Council, two representatives to the Association Nominating Committee, and three representatives to the Class Nominating Committee.

Section 3. The Second-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, the Chairman of the Social Committee, one representative to Area 8 of the Student Nurses' Association of New York State, one alternate delegate to the Columbia University Student Council, two representatives to the Association Nominating Committee, and three representatives to the Class Nominating Committee.

Section 4. The Third-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to Area 8 of the Student Nurses' Association of New York State, and one delegate to the Columbia University Student Council.

Section 5. A class adviser shall be appointed by the Executive Committee of the Faculty.

Section 6. Each class shall have a cabinet consisting of the officers and the adviser.

ARTICLE VIII. Amendment

The Constitution may be amended at a meeting of the Association, provided that a quorum is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large who desires a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After the amendment has been read, a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE IX. Procedure of Meetings

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

By-Laws

ARTICLE I. Duties of Membership

Section 1. To participate in the activities of this Association.

Section 2. To attend all Association meetings.

ARTICLE II. Duties of Officers

A. Association Officers

Section 1. The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside at meetings of the Association and the Executive Board; be chairman of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees. She may invite others to attend meetings of the Board at her discretion, when their attendance is pertinent. She will be an ex officio member of all divisions of the Association and shall represent the Association upon request to do so.

Section 2. The First Vice President of the Association shall assume the duties of the President in the absence of the latter. She shall be chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be chairman of the Student Committee on First-Year Orientation to the Association, and shall represent that class until officers are elected. She shall act as chairman of the Nominating Committee for the Association elections.

Section 3. The Second Vice President of the Association shall assume the duties of the President in the absence of the President and the First Vice President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

Section 4. The Third Vice President of the Association shall assume the duties of the President in the absence of the President and of the First and Second Vice Presidents. She shall also be a member of the Executive Board and the Honor Board. She shall be chairman of the Activities Council and shall call and preside over those meetings.

Section 5. The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association.

Section 6. The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year.

B. Class Officers

Section 1. It shall be the duty of the Class President to call meetings at any time. She shall preside at meetings of the Class and of the Cabinet. She shall be a member of the Association, the Honor, and the Executive Boards. It shall be her duty to appoint special committees, and she may invite others to attend meetings at her discretion, when their attendance is pertinent. She shall be an ex officio member of all committees except the Nominating Committee and shall represent the Class upon request to do so.

Section 2. The Class Vice President shall assume the duties of the President in her absence. She shall be a member of the Cabinet, in charge of the Class social functions, and a member of the Social Committee of the Activities Council.

Section 3. The Class Secretary shall record proceedings of all meetings. She shall be a member of the Cabinet and shall also record its proceedings. She shall be responsible for proper notification of meetings of the Class and for all permanent records.

Section 4. The Class Treasurer shall have charge of the funds and shall keep an accurate record of them. She shall be a member of the Class Cabinet. She shall expend the funds with the approval of the President. She shall give a report at regular meetings.

Section 5. The Class Adviser shall be an honorary Class Member and share with the Class the responsibility for all its activities.

Section 6. The Cabinet shall administer the affairs of the Class. It shall discuss any questions referred to it for consideration by any group or any individual and shall act on these matters, or submit proposals for action to the appropriate committees.

ARTICLE III. Divisions of the Association

Section 1. The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Director of Residence and Health. The elected officers of the Association shall have the power to act in emergency situations between sessions.

Section 2. The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offenses of the Honor System referred to it by the Judiciary Board.

Section 3. The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

Section 4. The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. The Council shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Corridor representatives shall be appointed by the elected representative of each class.

Section 5. The Activities Council shall establish an efficient co-curricular program and coordinate school activities. There shall be a Secretary elected in October from the First-Year Class.

- a. All standing committees and clubs of the Council shall be directly responsible to the Council.

- b. The following are the standing committees and clubs of the Activities Council, the duties and responsibilities of which are explained in this *Handbook*:

Affiliating Committee	Orchestra
Athletic Club	Polygon Club
Book Nook	Pool Guards
Bulletin Board Committee	Social Committee
Cosmopolitan Club	Thrift Shop Committee
Dramatic Club	<i>Vital Signs</i> Committee
Glee Club	White Caps

Section 6. Divisions of the Association and Classes shall submit to the Secretary of the Association, semiannually in January and May, a written activities report and shall report at the meetings of the Membership, Executive Board, or Cabinet to which they are responsible.

ARTICLE IV. Meetings

Section 1. The Association shall hold scheduled meetings the third week of September, the second week of January, and the first week of November, March, and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

Section 2. Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

Section 3. Meetings of the divisions of the Association and of committees and clubs shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

Section 4. A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

Section 5. The order of business shall be as follows:

- a. Call to order.
- b. Report of the Secretary.
- c. Report of the Treasurer.
- d. Reports of the Classes.
- e. Reports of the Councils and Boards.
- f. Reports of the Standing Committees.

- g. Reports of the Special Committees.
- h. Report of the President.
- i. Old business.
- j. New business.
- k. Adjournment.

ARTICLE V. Nominations, Elections, and Recall

Section 1. Nominations

- a. The elected Nominating Committee of the Association and the first Vice President shall meet in January to receive nominations and to prepare a slate of candidates for the annual elections. If any member of the Nominating Committee is nominated for office, she will be replaced on the committee by a member appointed by the Class President.
- b. At a Second-Year Class meeting, the President shall accept recommendations from the floor for the offices of President, First Vice President, Second Vice President, and Third Vice President of the Association.
- c. At a First-Year Class meeting, the President shall accept recommendations from the floor for the offices of Secretary and Treasurer of the Association.
- d. The Class President shall submit names and qualifications of the candidates to the Nominating Committee. Any individual wishing to run may submit her own qualifications directly to the Nominating Committee. This committee shall select two or three candidates and two alternates for each office with due consideration to the submitted recommendations; however, the Nominating Committee shall not be confined to those recommended by the classes.
- e. The Nominating Committee shall submit its selections of two or three candidates and two alternates for each office to the Faculty for approval on the basis of the individual's health record and academic standing.
- f. No member of the Association shall be eligible for election to more than one office concurrently.
- g. Following faculty approval and the nominees having accepted nominations, the slate shall be presented at a meeting of the Association by the chairman of the Nominating Committee for the purpose of approving the slate and accepting nominations from the floor. Those nominated from the floor must have agreed

to run and have received faculty approval. The slate of the Nominating Committee and the names of those nominated from the floor shall appear on the final ballot, and elections are to take place.

- h.* At a meeting of the Association the chairman of the tellers shall give a report of the balloting, and the President shall announce the results of the election.

Section 2. Elections

- a. The annual elections of the Association shall be held by the first week in March.
 - b. The Officers of the Association shall be elected by ballot. The candidate receiving a plurality of votes cast is to be elected. The new officers shall sit in at the April meeting of the Executive Board, shall be installed at the beginning of the May meeting of the Association, and shall take office immediately.
 - c. Three tellers appointed by the President of the Association shall be responsible for the mechanics of the election.
 - d. Qualifications
 - 1. The President and the First, Second, and Third Vice Presidents shall be elected from Groups A and B of the incoming Third-Year Class.
 - 2. The Secretary and Treasurer shall be elected from the incoming Second-Year Class.
 - e. The Adviser and any other faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
 - f. Chairmen of standing committees and clubs shall be elected by their respective committees.
 - g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by the Board.
 - h. Class Elections
 - 1. The officers of the First-Year Class shall be elected by the second week in October. The First Vice President of the Association shall accept nominations from the floor at a class meeting. Group A students are not eligible for election at this time.
 - 2. The officers of the Second- and Third-Year Classes shall be elected by the first week in April and shall take office at the time of the May meeting of the Association. Group A students are eligible for Third-Year elections.

- (a) Nominations shall be accepted from the floor at a class meeting and shall then be submitted to the Class Nominating Committee.
 - (b) The Class Nominating Committee shall work in the same manner as the Nominating Committee for the Association elections. (See Article V, Section 1, *d*, *e*, and *g*.)
3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
 4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
 5. A class representative to the Executive Board is elected by her class to represent its opinions and feelings on various issues concerning the entire student body or her class.
 6. Each Second-Year Class shall elect an honorary member who is known for his or her interest in nursing.

Section 3. Recall

- a.* An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members of the student body and confirmed by a two-thirds vote of the students.
- b.* Recall of class officers may be accomplished in the same manner.

ARTICLE VI. Amendment

These By-Laws may be amended at a meeting of the Association, provided that a quorum is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large desiring a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE VII. Parliamentary Authority

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all Association meetings within the framework of the Association except when in conflict with these By-Laws.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creed.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL '26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD '02

Columbia University • Faculty of Medicine

Nursing Students' Handbook

1963-1964

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York 32, N.Y.

TELEPHONE: From 7 a.m. to 12:30 a.m.: LOrraine 8-5600
From 12:30 a.m. to 7 a.m.: 212 (area code) 579-2816

Emergencies

In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or, after midnight, through the infirmary.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Third-year students:

Sturges

Second-year students:

First floor, south corridor

First-year students:

First floor, north corridor

Nursing Students' Handbook

1963-1964

Contents

GREETINGS TO THE CLASS OF 1966 3

OFFICES OF FACULTY MEMBERS 4

NURSING STUDENTS' HANDBOOK 5

STUDENT GOVERNMENT AND PROFESSIONAL ORGANIZATIONS 7

University Student Council, 10. Professional Organizations, 10.

GENERAL POLICIES 11

Your Room, 11. Your Uniform, 12. Conduct and Discipline, 13.
Quiet Hours, 14. Guests, 14. Signing In and Out, 15.
Change of Home Address, 18. Marriage, 18. Vacations, 19.
Visiting Patients in the Medical Center, 19.

SERVICES AND FACILITIES 20

Automobiles, 20. Banking Your Money, 20. Employment, 20.
Health Service, 21. Identification, 22. Laundry, 22.
Libraries, 23. Lost and Found, 24. Luggage, 25.
Mail and Packages, 25. Meals, 26. Religious Life, 27. Sewing
Machines, 28. Shops and Stores, 28. Telephone Calls, 29.
Valuables, 29.

ACTIVITIES AND RECREATION 30

Bard Hall, 30. Bridge, 30. Bulletin Board Displays, 30. Dances,
30. Dramatics, 31. Hospitality for Affiliating Students, 31.
Morningside Campus, 31. Music, 31. Publications, 32.
Sports, 32. Television, 33. Theatre, Movies, Concerts, and
Opera, 34. Thrift Shop, 34.

NEW YORK CITY 35

CONSTITUTION 41

To the Class of 1966:

Both Lucy and Charlie Brown agree that "happiness is one thing to one person and another thing to another person." Because you and I have selected nursing as our profession, I believe that we would agree that happiness is giving.

Once you begin your studies at Columbia, you will very quickly come to feel a member of the profession of nursing. There are vital responsibilities and standards which you must meet besides giving and receiving happiness. You will join all the students (for in medicine everyone is continually learning) in gaining the necessary skills, knowledge, insights, accuracy, and nursing judgment.

You have selected a school unique in its resources, opportunities, and location. We have available to us the clinical facilities of a great and growing medical center, as well as the campus of Columbia University. Added to these are all the resources of New York City, from art exhibitions and operas to shops and baseball games.

As an individual you will also have the opportunity to make lasting friendships and to know the happiness of self-fulfillment that we all seek.

Margaret Habney

President

September, 1963

STUDENT GOVERNMENT ASSOCIATION

Offices of Faculty Members

Miss Elizabeth S. Gill. *Associate Dean*
Nursing Office. Extension 3181
Secretary: Miss Dovey

Miss Helen F. Pettit. *Professor of Nursing*
Nursing Office. Extension 3181

Mrs. Constance Dakan. *Associate Professor of Nursing*
Room 119 Maxwell Hall. Extension 2802
Secretary: Mrs. Cooke

Miss Dorothy E. Reilly. *Associate Professor of Nursing*
Room 123 Maxwell Hall. Extension 2809

Mrs. Harriet Deleuran. *Assistant Professor of Nursing*
Room 122 Maxwell Hall. Extension 2806

Miss Florence Vanderbilt. *Director of Residence and Student Health*
Room 304 Maxwell Hall. Extension 2803
Secretary: Mrs. Ruddiman

Miss Amarylius A. Ticnor. *Director of Recreation*
Room 102 Maxwell Hall. Extension 2808

Nursing Students' Handbook

This handbook is intended to give you the information you need about Maxwell Hall and to serve as a guide to community facilities. Miss Vanderbilt, the Director of Residence and Student Health, and Miss Ticnor, the Director of Recreation, will be glad to explain any of the items more specifically or to supply further information about the metropolitan area. Miss Vanderbilt and the Executive Board of the Student Government Association are responsible for the organization and administration of Maxwell Hall.

► TO FIND OUT WHAT IS GOING ON

Information of special interest is posted regularly on bulletin boards.

INFORMATION	WHERE POSTED
Department of Nursing Class notices	South elevator lobby
Student government Recreational notices Lost and found Special notices	Opposite telephone booths
Personal and telephone messages	By Desk
Class notices Clinical assignments Vacation notices Health notices: x-rays, tuber- culins, etc.	North corridor

6 INFORMATION

INFORMATION	WHERE POSTED
Library notices	Tod Memorial Library
Displays	
Class and floor notices	South elevator lobbies on each resident floor
Activities Council	Lobby of basement passenger elevator
Class meetings	
Special events	Outside dining room

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board, tunnel, or in any public place, must be approved by Miss Vanderbilt or Miss Ticnor.

Student Government and Professional Organizations

The Student Government Association, under the authorization and with the advice of the faculty, is responsible for planning and maintaining many programs which affect student life. Every student is automatically a member of the Association. Officers of the Association are elected by the students and consist of a president, three vice presidents, a secretary, and a treasurer. The work of the Association is carried out through the five divisions described below—the Executive Board, Honor Board, Judiciary Board, Residence Council, and Activities Council. The membership of the five divisions is given in Article V of the Constitution.

ASSOCIATION OFFICERS, 1963-1964

President: Margaret Mabrey

First Vice President: Kathleen Haddock

Second Vice President: Barbara Frick

Third Vice President: Linda Kivowitz

Secretary: Virginia Maeyer

Treasurer: Linda Kornet

DIVISIONS OF THE ASSOCIATION

EXECUTIVE BOARD

Membership: officers of the Association; Mary Masterson, president, Class of 1964; Mary Turner, representative, Class of 1964; Catherine Cyrus, president, Class of 1965; Jane Hall, representative, Class of 1965; president and two representatives, Class of 1966; and Misses Pettit, Vanderbilt, and Ticnor, faculty representatives.

The Executive Board administers the affairs of the Association. At monthly meetings it discusses questions submitted by any group, person, or division within the Association.

HONOR BOARD

Membership: the president and the three vice presidents of the Association; the presidents of the three classes; and two members of the faculty.

The Board acts on major infractions of the Honor System which are referred to it by the Judiciary Board.

JUDICIARY BOARD

Membership: Barbara Frick, *chairman*; Sandra Bonney and Virginia Hicks, representatives, Class of 1964; Catherine Buck and Barbara Rinker, representatives, Class of 1965; two representatives, Class of 1966.

The Judiciary Board hears all infractions and offenses of school regulations and takes appropriate action.

RESIDENCE COUNCIL

Membership: Kathleen Haddock, *chairman*; Mary Ann Kowles, representative, Class of 1964; Donna McDonnell, representative, Class of 1965; one representative, Class of 1966; representatives from student floors; and Miss Vanderbilt, adviser.

The Residence Council creates and maintains living conditions conducive to the students' development and to the policies of the School. It makes rules to accomplish this with the approval of the Executive Board.

ACTIVITIES COUNCIL

Membership: Linda Kivowitz, *chairman*; Elaine Warner, vice president, Class of 1964; Anne Hahn, vice president, Class of 1965; vice president, Class of 1966; secretary (elected from Class of 1966); Miss Ticnor, adviser.

The Activities Council coordinates and is responsible for all the activities in which students take part throughout the year. Committees of the Council are as follows:

Affiliating Committee: Andrea Basta and Paula Busek, *cochairmen*.
See Hospitality to Affiliating Students.

Athletics Club: Pamela Gordon, *chairman*. *See Sports.*

Bulletin Board Committee: Marlene Wenger, *chairman*. *See Bulletin Board Displays.*

Cosmopolitan Club: Linda Gurney, *chairman.* See Music and Theatre, Movies, Concerts, and Opera.

Dramatics Club: Augusta Rosenauer, *chairman.* See Dramatics.

Glee Club: Barbara Baker, *chairman.* See Music.

Orchestra: to be announced. See Music.

Polygon Club: Lynn Murray and Karen Odde, *cochaimen.* See Bridge.

Pool Guards: to be announced. See Sports.

Sewing Committee: Gail Smeaton, *chairman.*

Social Committee: Jo Eisenhandler and Brenda Fasano, *cochaimen.* See Dances and Music.

Thrift Shop: Diane Brown, *chairman.* See Thrift Shop.

Vital Signs: Patricia Deacon and Jeanne Ferb, *cochaimen.* See publications.

White Caps: Jean Scepka, *chairman.* See Sports.

CLASS OFFICERS

CLASS OF 1964

President: Mary Masterson
Vice President: Elaine Warner
Secretary: Nuha Dabbeekeh
Treasurer: Lynne Pfarrer
Class Adviser: Miss Kolditz

CLASS OF 1965

President: Catherine Cyrus
Vice President: Anne Hahn
Secretary: Brenda Barrowclough
Treasurer: Elizabeth Hahn
Class Adviser: Miss Dawson

CLASS OF 1966*

President:
Vice President:
Secretary:
Treasurer:
Class Adviser:

THE HONOR SYSTEM

The honor system was established by the Student Government Association, with the support of the faculty, to help maintain the standards and regulations of the School. As a student in the School, you assume the obligation of self-government. The concept of honor includes your personal life, your academic work, and your conduct in the hospital.

* To be elected. Write in the names when they are announced.

Basic to maintaining an honor system is the understanding that you do your academic work independently, never submitting as your work that which has been done by anyone else, or permitting your work to be used by another student. If you wish to help another student, you are welcome to do so if the help is a constructive aid in learning. Giving or receiving aid during examinations is not permitted; the entire group is responsible for preventing violations. Quoted material must be enclosed in quotation marks, with proper references to sources.

A part of your obligation in self-government is the following: you are expected to report yourself for any violation and to ask an offender to report herself. If the offender does not report herself, it is your responsibility to report the infraction within twenty-four hours.

All violations of the regulations should be reported to the Chairman of the Judiciary Board, with the exception of violations in the clinical areas. These should be reported to the head nurse in the area.

Attendance is required at student government and class meetings. If you have a special request concerning absence from a student government meeting, you must present your request personally to a member of the Judiciary Board on the date of the meeting. You present special requests concerning class meetings to the Class President.

► UNIVERSITY STUDENT COUNCIL

All divisions of the University are represented on the Student Council. The number of representatives is in proportion to the number of students in a division. Officers are elected in April from the Council membership. Audrey Smith '64 is the delegate and Gail Geiger '65, the alternate delegate, from the Department of Nursing.

► PROFESSIONAL ORGANIZATIONS

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurse Association, under the advisership of the American Nurses Association and the National League for Nursing. You become a member of the state and national organizations through the local association, Area 8, in our School. Regular meetings are held to which you are invited, and you are urged to join and participate. Each year two delegates represent our School at the annual conventions of the state and national associations. The delegates for 1963-1964 are Carol Pederson, Third-Year Class Representative, and Stephanie Kuhn, Second-Year Class Representative.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, bedspreads, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to Miss Vanderbilt.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. Keep food in metal containers to discourage bugs and mice.
6. If you want to hang pictures or other objects, use the wall hooks provided for this purpose. If you live in an “old” room, you may place extra hooks along the moulding near the ceiling. If you live in a “new” room, you may use masking tape and gummed tab hangers. *Scotch tape and tacks are not permitted.*
7. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
8. Fish are the only pets permitted.
9. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the “old” rooms; one floor lamp and one table lamp, in the new rooms). You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You must have your extension cords checked by the housekeeper before you use them; you should exercise care in positioning the cords and check them frequently for wear. *You may not iron or cook in your room.*

HOUSEKEEPING

Your room is cleaned once a week by the housekeeping department. Night nurses' rooms are cleaned first, and evening nurses must be out of their rooms by noon. Consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. On this day bureau tops should be cleared of excess bottles and valuables for easier cleaning. If you want to clean your room yourself, you will find equipment in the cleaning closet (except dusters, which you must obtain through Miss Vanderbilt).

ROOM CHANGES

Each summer you will be assigned a different room by Miss Vanderbilt, and you will exchange your room key at the reception desk. You may get a wicker hamper from the mezzanine for moving your personal equipment. Please return the hamper when you finish using it. You may not move furniture—especially bureau drawers—from one room to another, nor may you add extra furniture to your room without Miss Vanderbilt's permission.

► YOUR UNIFORM

Your official uniform is a long-sleeved, blue-and-white-striped cotton dress with a starched white collar, white bib and apron, and a white cap. The cap, made of fine white lawn, has a quarter-inch pleat in the back. The brim, about three inches wide, is turned back just far enough to meet the fullness at the top of the pleat. You hold your cap in place with white-headed pins.

During the first part of your first year you wear a navy-blue uniform with white collar, black leather oxfords, and beige stockings. After this, you wear the official uniform with black leather oxfords and black stockings; in your third year the black shoes and stockings are replaced with white. Group A students change to white shoes and stockings in their second year.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Your hair should be above your collar in length, and your cosmetics, including nail polish, should be inconspicuous. Wedding and engagement rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) You are required to wear a wrist watch with a sweep second hand. No part of your uniform is to be worn out of doors.

SUPPLEMENTARY UNIFORMS

You wear a special two-piece, short-sleeved, white uniform with bib and apron when you are having your clinical experience in the operating room or in the maternity services. You also wear this uniform in the summer, between June 15 and September 1. You may obtain your uniforms from the sewing room in June. Attach a name tape to each piece. These uniforms are sent to the laundry with your weekly supply. After September 1, unless you are assigned to maternity or the operating room, remove the name tapes and return your uniforms, *freshly laundered*, to the sewing room.

When you do field work in public health, you wear the navy uniform with a white bow. You provide your own rain attire and black leather oxfords. You are required to rent an official navy-blue public health nursing coat and an overseas cap for mild weather or a wool hood for cold weather. This equipment is dispensed through the public health nursing office.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewed on, in the sewing room. However, your uniforms must be laundered first. If your caps or collars need replacing, take them to the sewing room. You may obtain additional studs and collar buttons for five cents each by submitting a special slip which is issued at the Desk.

► CONDUCT AND DISCIPLINE

When you become a member of the nursing profession, you assume responsibilities, both as an individual and as a member of the group. You will find that the word "nurse" means a great deal to people and, as a result, they will make certain demands of you.

The health professions have high standards which the members of the other disciplines in the Medical Center, as well as the people in the community, look to us to maintain. It is important to remember that many of our patients come from the immediate vicinity and entrust themselves to us often. Therefore, you should always conduct yourself in a way that will be a credit to yourself and to our profession. Appropriate dress is one simple yardstick to bear in mind: dress in the city is more formal than on rural campuses. You may wear slacks, dungarees, and shorts in the Snack Bar and Commons Room. They are not accept-

able on the street or in the parts of Maxwell Hall where you receive guests.

When you are wearing your uniform, you may not smoke in public or below the second floor of the residence; the only exceptions are the Game Room, the south parlors, and the dining room. Alcoholic beverages are prohibited in the residence.

► QUIET HOURS

You are asked to observe the following in regard to quiet in the Hall:

1. General quiet hours are from 9 a.m. to 4 p.m. and from 10:30 p.m. to 7 a.m.
2. Keep record players, radios, and television at room volume.
3. Play musical instruments in your room between 4 p.m. and 6 p.m. only; you may play them in the faculty lounge between 4 p.m. and 10 p.m.
4. Pianos and radios may be played until 10:30 p.m. in Sturges Auditorium, the gymnasium, the sitting rooms, and the faculty lounge.
5. Parties may not be held in the corridors after 10:30 p.m.

► GUESTS

You may have guests during the day at your discretion or women guests overnight. They are also welcome to join you for all meals, which are reasonable in price. If your friends are not staying overnight, they are expected to leave by 10:30 p.m.

If your guest is to stay overnight, notify Miss Vanderbilt twenty-four hours in advance. Obtain a request slip from the Desk and indicate on the slip the number of your guests, the date and time they expect to arrive, and the kind of accommodations you wish for them. You must greet your guests when they arrive, see that they sign the guest book at the Desk, and show them to their rooms. If your schedule does not allow this, you must arrange for someone else to take care of your guests in your place.

Your friends are welcome at many activities of the School. You may also take them on a tour of the hospital during the day. First get permission from Miss Vanderbilt, the faculty member on call, or a member of the staff in the nursing office. You must wear your uniform.

► SIGNING IN AND OUT

DAY PASSES

You may leave the residence between 7 a.m. and 10:30 p.m., but you must always sign out at the Desk, stating your destination, and sign in when you return. Only second-year Group A students or third-year Group B students may sign out until midnight. Special permission to leave the residence at other times must be obtained from Miss Vanderbilt or the faculty member "on call." A slip for this permission may be obtained at the Desk. No permission is needed to attend early Mass before 7 a.m.

LATE PASSES

There are four kinds of late permissions (passes) which enable you to return to Maxwell Hall after 10:30 p.m. (or to entertain guests in the Hall after 10:30 p.m.). These are explained below. The number you are eligible to take depends upon the length of time you have been in the nursing program (see page 16).

12:30 a.m.: as its name implies, this pass enables you to stay out until 12:30 a.m.

2 a.m.: you may take this pass if you have no clinical assignment or class before 9 a.m. on the following day.

Floating 2 a.m.: the same as a regular 2 a.m. but without its restriction.

2 a.m. plus: you may sign in any time up to 7 a.m., irrespective of the time of clinical assignment or class the following day. This pass may not be used as an overnight. The door of Maxwell Hall will be open from ten minutes before the hour until ten minutes after the hour beginning at 2:50 a.m.

Late passes are not granted for a week following an illness which has lasted for four days or longer.

OVERNIGHT PASS

You may sign out for an overnight if you do not have a clinical assignment or class before 9 a.m. the following day.

NUMBER OF LATE PASSES ALLOWED

The number of late passes permitted *each month* is as follows:

	GROUP B		GROUP A
	<i>1st Year</i>	<i>2nd Year</i>	<i>1st Year</i>
12:30 a.m.	<i>Until Feb 1: 6</i> <i>Feb 1-May 27: 10</i>	15	<i>Until Feb 1: 6</i> <i>Feb 1-Sept 16: 15</i>
Floating 2 a.m.	1	2	<i>Until Feb 1: 1</i> <i>Feb 1-Sept 16: 2</i>
2 a.m. plus	none	<i>After Dec 1: 1</i>	<i>Until Sept 16: 2</i>

Restrictions on the number and kinds of late passes do not apply to third-year Group B students and second-year Group A students.

HOW TO SIGN IN AND OUT

For a Day Pass: 1. Sign your name in the appropriate column (class) on the large sign-out sheet on the Desk and fill in the data requested for the other columns. 2. When you return, enter the time in the designated column.

For a Late Pass: 1. Find your own card (color according to class) in the "IN" file box at the Desk (see the sample below). 2. Fill in all information required opposite the appropriate date and place the card in the "OUT" box. 3. Sign the Flag Sheet designated *for your class* (the Flag Sheet lists all students out on late passes). 4. When you return, mark the time of arrival in the "IN" column opposite the appropriate date, and return the card to the "IN" box; then cross your name off the Flag Sheet.

For an Overnight Pass: 1. Sign your complete address, including telephone number, on your individual card. 2. Write the "expected time in" on the line of the date on which you expect to return. 3. You must also sign your name on the Flag Sheet in the Overnight Book under the appropriate date and time of return.

For other absences: when you leave and return from vacation or after any specially arranged absence, you must sign in and out in the Absence Book at the Desk.

NAME: Doe, Mary Jane

CLASS: 1966 MONTH: Sept. 1963

Date	TIME OUT	DESTINATION AND TELEPHONE	EXPECTED TIME IN	TIME IN
1				
2	2 ⁰⁰ PM	Downtown (D.T.)	12 ³⁰ AM	12 ¹⁵ AM
3				
4	4 ⁰⁰ PM	Downtown (D.T.)	2 ⁰⁰ AM	1 ³⁰ AM
5				
6	5 ⁰⁰ PM	Downtown (D.T.)	2 ^f	1 ⁰⁵ AM
7				
8	6 ³⁰ PM	Downtown (D.T.)	2 +	4 ⁰⁵ AM
9				
10	8 ⁰⁰ PM	3 Park Avenue, Bloomfield, N.J.		
11		TEaneck 3-0214		
12		11	10 ³⁰ PM	9 ⁰⁰ PM
13				
14				
15				

TO CHANGE THE TYPE OF PASS

To change a 10:30 to a 12:30, 2, 2 plus, or overnight: call LOrraine 8-5600 before 10 p.m.

To change a 12:30 to a 2, 2 plus, or overnight: call LOrraine 8-5600 before midnight.

IN EMERGENCIES

To reach "faculty on call": before 12:30 a.m., dial 579-2805. After 12:30 a.m., dial 579-2816. From outside New York City, dial 212 (area code) 579, and the appropriate extension.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill it out, and leave it there for Miss Vanderbilt.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit. Permission to marry and continue in the nursing program is contingent on the level of your accomplishment, your health, and your contribution to the program of the School.

Group A students who are married are eligible to live outside Maxwell Hall beginning with the summer term of the first year; Group B students who are married are eligible beginning with the third year. You then request permission through the Honor Board. If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photostat copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date.

See Miss Vanderbilt so that your Blue Cross contract can be changed. When you have completed the above procedures, your name pin will be ordered for you.

► VACATIONS

SUMMER

All personal possessions must be packed and removed from the room before you go on summer vacation. To have trunks and suitcases sent to your room one week before vacation begins, you must leave your name, room number, and request for Mrs. Williams at the Desk. Trunks are not to be taken into the rooms; they must be packed in the hall. If you need cartons as well, you should ask Mrs. Williams for them.

Storage space is provided for suitcases, trunks, and cartons that you do not take with you. All items to be stored must be identified with tags or labels which may be obtained at the Desk and which must be firmly attached. To send luggage, see the instructions on page 25.

You must write legibly your complete home or vacation address in the Absence and Vacation Book at the Desk. Your keys must be left there when you sign out.

You are expected to return to Maxwell Hall after summer vacation by 10:30 p.m. of the day before you resume your program.

CHRISTMAS AND SPRING VACATIONS

You must write legibly your complete home or vacation address in the Absence and Vacation Book at the Desk. You do not turn in your keys.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform.

No plea of ignorance of the rules and regulations will be accepted as an excuse!

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the School and limited beyond. The Medical Center parking lot offers limited parking to guests at 50¢ for three hours and 25¢ for each additional hour. You may obtain information about overnight parking from Miss Vanderbilt, the Director of Residence.

► BANKING YOUR MONEY

The Chemical Bank New York Trust Company, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to 4 p.m., Saturday and Sunday. Your endorsed check must be countersigned by Miss Vanderbilt at one of these times: 9 a.m., 12 noon, and at 4 p.m., Monday through Friday. You must endorse the check again at the cashier's window. If you wish to cash a check in an amount over \$100, you must make special arrangements with Miss Vanderbilt.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

► EMPLOYMENT

Babysitting for the families of the professional staff of the Medical Center is available to nursing students. After you have completed your first term in the School, you are eligible to apply. See Miss Ticnor, who

will ask you to fill out an application form. When the faculty has approved your request, Miss Ticnor will notify you. Approval is granted on the basis of your need and your standing in the School and community.

Requests for babysitters are posted on the bulletin board opposite the telephone booths. If you are interested, use the desk phone to telephone the family and sign your name in the book at the Desk.

► HEALTH SERVICE

Nursing School Health Service, 3d floor, south corridor, Maxwell Hall

Hours: open twenty-four hours a day

Telephone: 579-2816 or 2817

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: Monday, Tuesday, Wednesday, and Friday, 2 p.m.; Thursday, 1:15 p.m.; weekends, by appointment

The staff of the Health Service supervises your health and medical care. The Health Service's fifteen-bed infirmary is staffed day and night by graduate nurses. If you wish to make other arrangements for medical care, you must discuss them with Miss Vanderbilt or Dr. Neuberg.

If you become ill while in class or at work: you must first notify your instructor or the nurse in charge of your clinical area and then report to the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours and report your illness to the Health Service. When you return from an illness or convalescence at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day, between 9 and 10 a.m. and between 8 and 9 p.m., so that your progress may be followed.

If you have been ill for more than four days: you will not be granted a late pass for a week from the day of your recovery. Before you return to your classes and clinical assignment after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or a member of the faculty; this is also required before you are allowed to leave the residence hall.

2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.

3. Take the permission slip to the nursing office in the area where you are assigned and sign your name immediately on the special sheet provided for this purpose.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment.

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Identification Cards: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a general emergency, would facilitate your return there. The card also contains data about you which would be important if you were injured. It will be issued to you by the Personnel Department and should also be carried in your wallet.

► LAUNDRY

YOUR UNIFORM

The School will take care of laundering your uniforms and your personal articles made of cotton. All articles to be laundered through the School must have name tags attached. The laundry allowance per week is twenty-six pieces, including two uniforms, five bibs, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of the Director of Residence on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the desk and list on it all the

items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room. If the missing articles are not there, they will be traced.

YOUR PERSONAL LAUNDRY

In Maxwell Hall: laundry rooms, with washers and dryers, in the north corridor of the 3d, 5th, 7th, and 9th floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 15¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

In Harkness Hall: six washing and drying machines are available in the basement.

You will find ironing boards in several of the laundries, kitchenettes, and sitting rooms. You may borrow a steam iron for a three-hour period by signing a book at the Desk.

► LIBRARIES

TOD MEMORIAL LIBRARY

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open daily from 8 a.m. to 10 p.m. and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the School and members of the medical profession, is one of the largest of its kind in the world.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform, you may be asked to present your Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 2 to 10 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University Library system. It is located at the Morningside Heights Campus between Broadway and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill out a special information card available at the Medical Library Desk and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42d Street. The general card catalogue is on the third floor in Room 315. The open stacks will be found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue at 161st Street, 535 West 179th Street between Audubon and Amsterdam Avenues. Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it.

You then post the notice on the bulletin board. Articles left at the desk which are not claimed within two weeks are given to the Thrift Shop.

If you lose a valuable article such as a watch, report it to Miss Vanderbilt. A member of the Protective Department will ask you for information which may be of help in recovering the lost item.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage twenty-four hours after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the Director of Residence or the housekeeper by leaving a written request at the Desk.

To ship luggage from Maxwell Hall: leave a notice of express shipment at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece. Luggage must be locked and tagged by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mail box opposite the telephone booths on the first floor. Mail is delivered to the boxes once a day before noon. You will find a box for outgoing mail at the Desk.

If you receive a telegram, package, registered mail, or a special delivery letter, your name will be listed at the Desk, where you sign for them. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 5:30 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS

MAXWELL HALL CAFETERIA

The meal tickets for the dining room, issued monthly, are put in your mail box. The tickets may not be transferred except among the resident students. If you lose your ticket, you may get another one at the Desk.

Appropriate clothing must be worn; you will not be admitted to the dining room in slacks, shorts, kilts, or curlers.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book. The rates are 75¢ for breakfast, 90¢ for lunch, and \$1.25 for dinner.

The cafeteria is open Monday through Friday, at the following hours:

Breakfast: 6:30 to 9.

Luncheon: 11:45 to 2.

Dinner: 5 to 6:45 (students delayed in the clinical area are admitted until 7)

You are allowed only one serving of each item.

MAXWELL HALL SNACK BAR

Plans are under way for a new Snack Bar in the basement, with service available twenty-four hours a day.

COFFEE SHOP IN THE PRESBYTERIAN HOSPITAL

The coffee shop on the first floor is open to students from 7 to 10:30 p.m., but at their own expense. Students on evening and night duty may obtain from the Maxwell Hall Desk a special ticket which gives them a free meal in the coffee shop between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks, up until 10:30 p.m., in one of the small kitchenettes located in the south wing of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitch-

nette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4.00. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This dining room is used by nursing students when the Maxwell Hall dining room is closed (Saturdays, Sundays, holidays, and the summer months). Regular meal tickets are used and allow 90¢ for breakfast, \$1.15 for lunch, and \$1.40 for dinner. On Sunday, you may have dinner either at *noon* or at night. The hours are as follows:

Breakfast: 6:30 to 9.

Luncheon: 11 to 2.

Dinner: 4 to 8.

Students have been asked to comply with the following: (1) please use the cafeteria before 8:30 a.m. for breakfast (to avoid the last-minute crowds); (2) when off duty, avoid going to the cafeteria between 12:30 and 1:15 p.m.

► RELIGIOUS LIFE

PAULINE A. HARTFORD MEMORIAL CHAPEL

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Roman Catholic Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Wednesday, at 8:15 a.m. in the Blessed Sacrament Chapel on the second floor.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the University Christian Fellowship, Newman Club, Seixas-Menorah, and other religious activities on the Morningside Campus.

CHURCHES IN THE CITY

You will find a directory of church services, which is posted each Saturday, on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINES

If you wish to use the sewing machines, which are in the Commons Room, first obtain the approval of a member of the Sewing Committee. Then get a cord at the Desk, sign for it there and return it when you have finished. You must supply your own bobbins and replace any needles that you break. If a machine needs repairing, notify the chairman of the Sewing Committee.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Alumnae Shops: on the main floor of Presbyterian Hospital and Harkness Pavilion. The shops sell candy, cigarettes, toiletries, an excellent selection of merchandise appropriate for gifts, and provide a film service. The proceeds benefit the Endowment Fund of the Department of Nursing.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m., Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tues-

day and Friday. Telephone extension: 2678. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 2-463, College of Physicians and Surgeons, and carries a full line of medical and nursing textbooks and all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste, and shampoo. Hours open: 7:30 p.m. to 9:30 p.m., Sunday through Friday, except holidays. Sponsored by the graduating class.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 10:30 p.m., the Desk will buzz your room once. During the evening hours your calls are limited to five minutes, except for long distance calls, which are limited to ten minutes.

The Desk will buzz you twice if it is trying to locate another person and three times if you have a guest in the lobby. Please buzz back so that the Desk will know that you have received the message.

If you are on night duty, the Desk will take messages for you until 4 p.m. After 4 p.m. the Desk will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls are on the first, fourth, sixth, eighth, and tenth floors of Maxwell Hall.

If you have trouble either receiving or placing a call, please notify Miss Vanderbilt within twenty-four hours and note the date and the time of the call in question.

► VALUABLES

You should lock your valuables in your closet or arrange with Miss Vanderbilt to keep them in the safe.

Activities and Recreation

► BARD HALL

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies. You are always welcome.

► BRIDGE

You may learn how to play bridge or you may become an expert, if you have already mastered the fundamentals, at the monthly bridge parties in the Game Room. These parties are sponsored and arranged by the Polygon Club. Refreshments are served. Several parties during the year are held with Bard Hall.

► BULLETIN BOARD DISPLAYS

The Bulletin Board Committee arranges artistic seasonal displays on the many bulletin boards in Maxwell Hall.

► COMMONS ROOM

This comfortable lounge and quiet-activities room on the twelfth floor provides television, stereo, card tables, sewing machines, and drawing tables. With the permission of the Residence Council, the room may, for exceptional reasons, also be used for parties and other planned activities.

► DANCES

There are two big dances each year—a Christmas formal, with the members of the graduating class as hostesses, and a spring formal or

semiformal, with the members of the First-Year Class as hostesses. In addition, the Social Committee arranges several informal record dances, open houses, and square dances during the year.

► DRAMATICS

The Dramatics Club, an active little-theatre guild, produces one or two plays each year in addition to a Christmas program in conjunction with the Glee Club.

► HOSPITALITY FOR AFFILIATING STUDENTS

If hospitality is one of your interests, you might want to join the Affiliating Committee, which welcomes the affiliating students, takes them on a tour of the Medical Center, escorts them to their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall.

► MORNINGSIDE CAMPUS

There are many club meetings and other activities on the campus at 116th Street in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards.

► MUSIC

GLEE CLUB

The Glee Club gives several concerts each year, including oratorios and selections of folk songs and semiclassical works.

JAZZ CONCERTS

Several jazz concerts, sponsored by the Social Committee, are held in Sturges each year. Other schools are invited frequently.

ORCHESTRA

This group, composed of our instrumental musicians, plays at various functions during the year. Members of the orchestra must provide their own instruments.

VESPER CHOIR

This choir is composed of nursing and medical students who sing at the Wednesday evening Vespers services in the Pauline A. Hartford Memorial Chapel. Tryouts are held early in the fall.

► PUBLICATIONS

You may order newspapers by making arrangements at the Desk. Copies of *The New York Times* are available to read in Tod Memorial Library.

Stethoscope: the monthly publication of the Medical Center which publishes news of research and the staff, and current events of the hospital.

Vital Signs: the publication of the School which provides news of the residence, students, coming events, and other information. See a member of the *Vital Signs* Committee, if you are interested in working on the publication.

Starch and Stripes: the School yearbook published under the sponsorship of the graduating class. The book includes pictures of each member of the graduating class in uniform and snapshots of activities in Maxwell Hall and the Medical Center. The snapshots are donated by the students. A copy of the yearbook costs about \$5.00.

► SPORTS

The Athletic Club arranges tournaments with neighboring nursing schools and offers a program of sports for recreation.

BASKETBALL: if basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

PING PONG: you will find a ping pong table in the Game Room. You may want to join in the tournaments which are held in the spring.

SKATING: if you like to skate, you may want to try two popular areas for ice skating during the winter months: Wollman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge.

SKIING: you have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England. The Athletics Club plans several ski trips each year.

SWIMMING: you may swim in the Maxwell Hall pool at any of the following times: Monday through Thursday, 7:30 p.m. to 8:30 p.m., September through April; 8 p.m. to 9 p.m., May through August. You may swim at other times if a life guard is in the group and no class is using the pool.

Pool Guards: members of this committee are the official life guards. You may become a life guard if you pass the senior life-saving course offered here each fall or, if you have passed the course elsewhere, by obtaining the approval of Miss Ticnor. A list of the life guards is posted each month on the bulletin board across from the telephones on the first floor.

White Caps: if you enjoy synchronized swimming and water ballet, you may be interested in joining White Caps. This group presents several water shows each year.

TENNIS: There are several tennis courts, which belong to the Medical Center, on Riverside Drive near Maxwell Hall.

SUNBATHING

The roof on the south side of Maxwell Hall is the *only* place where you may sunbathe. You are not permitted to take from your room blankets and pillows which belong to the residence. Beach rolls and blankets for this purpose are in a closet outside the Commons Room.

► TELEVISION

You and your guests may use the television sets in the Game Room and in one of the date parlors on the first floor until 12:15 a.m. After 10:30 p.m. you will need a late pass.

An additional set is in the new Commons Room on the twelfth floor.

► THEATRE, MOVIES, CONCERTS, AND OPERA

The Cosmopolitan Club obtains tickets to concerts and operas in New York City, many of them at special rates for students. Each month the Club also obtains blocks of seats for a current popular play. These shows are advertised on the bulletin board across from the telephones on the first floor, and at the main Desk. You may also get discount tickets to plays, movies, and television shows from Miss Ticnor and from the Nursing Office on the fourth floor of Presbyterian Hospital.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

► THRIFT SHOP

Members of the Thrift Shop Committee collect clothing for donation to Everybody's Thrift Shop on Second Avenue at 60th Street. Proceeds from sales go to a Department of Nursing scholarship fund.

New York City

TO EXPLORE THE CITY WITHOUT GETTING LOST:

Invest in a map of the city. Hagstrom publishes a good one which includes a map of the subway system and postal zones. Price: 60¢. You can also buy, at many newsstands, *The Complete Street Guide to New York, Manhattan and the Bronx*. Price: 60¢.

TO FIND OUT WHAT IS GOING ON IN TOWN:

See the Sunday *New York Times* or the current issue of the weekly magazine *Cue* (25¢), which will tell you what plays, concerts, operas, art exhibits, radio and television shows, movies, and sporting events are being given during the week, how much they cost, and what time they begin. *Cue* also gives a comprehensive list of restaurants with their addresses, inclusive prices, and a brief description of the kinds of food served in each.

See also the sections in the *Handbook* on "Music," "Museums and Places of Historical Interest," and "Theatre and Movies."

TO SEE THE CITY WHEN YOU FIRST ARRIVE:

Try one or all of these:

A trip on the Staten Island Ferry. This will give you a fine view of the New York skyline. Boats leave Battery Park at the bottom of Manhattan every fifteen minutes. The round trip takes about an hour. Cost: 5¢ each way.

A visit at sunset on a clear day to either the Rainbow Room on the 65th floor of the RCA Building, 30 Rockefeller Plaza, or the lounge on the top floor of the Beekman Tower Hotel, First Avenue at 49th Street. As night falls, all the millions of lights come on—an unforgettable sight.

A trip around Manhattan on one of the Circle Line boats (from April through October only). The trip takes about three hours. Cost: \$2.50. See *Cue* magazine or the telephone red book under *Sightseeing* for details.

UNITED NATIONS

Sessions of the General Assembly (for three months in the fall) and of the various councils, conferences, and committees (throughout the year) are usually open to the public. As a rule, meetings start at 10:30 a.m. and 3 p.m., Monday through Friday. Free tickets for these open meetings are available at UN Headquarters at First Avenue and 45th Street on a first-come, first-served basis. Tickets become available one half-hour before each meeting and are given out (even after the meeting is in session) as long as they last. The *New York Times* gives information and hours, or you may call UN Information, PLaza 4-1234, on the preceding day.

Headphones are provided at every seat so that you can hear the proceedings translated simultaneously into French, English, Russian, Spanish, and Chinese.

One-hour tours of the Headquarters leave the lobby of the General Assembly Building about every ten minutes, seven days a week, from 9:15 a.m. to 4:30 p.m. Cost to students: 50¢. If you get together a group of ten or more students, the UN Visitors Service will arrange a tour for your group at the regular student rate.

HOW TO FIND WHERE YOU WANT TO GO

Streets run east-west. Avenues run north-south. The higher street numbers are north. Warning: Avenue of the Americas parallels Fifth and Seventh Avenues and runs between them. However, New Yorkers have firmly resisted calling it anything but its old name of Sixth Avenue. Accordingly, you will *see* the former but will *hear* only the latter.

Fifth Avenue is the dividing line; building numbers start there and get higher as you move west (toward the Hudson River) and east (toward the East River). Most of these streets are one-way; you usually drive west on odd-numbered streets and east on even.

Locating the street nearest an avenue address in New York is one of the problems confronting both visitor and native. The following rule will usually work with fair accuracy to within a block or two:

Drop last figure of address, divide by two, then add key number listed below. *Example:* Where is 621 Seventh Avenue? Drop last digit; divide 62 by 2, giving 31; add 12. Result is 43d Street. The key numbers are as follows:

Avenue A: add 4.

Avenue B: add 3.

Avenue C: add 3.

Avenue D: add 3.

First Avenue: add 3.

Second Avenue: add 3.

Third Avenue: add 10.
Fourth Avenue: add 8.
Fifth Avenue: to No. 200, add 13; to No. 400, add 16; to No. 600, add 18; to No. 775, add 20; to No. 1286, drop last figure and subtract 18.
Sixth Avenue: subtract 13.
Seventh Avenue: to No. 1800, add 12; above No. 1800, add 20.
Eighth Avenue: add 9.
Ninth Avenue: add 13.
Tenth Avenue: add 13.
Eleventh Avenue: add 15.
Amsterdam Avenue: add 59.
Audubon Avenue: add 165.
Broadway above 14th Street: subtract 30.

Central Park West: divide number of building by 10 and add 60.
Columbus Avenue: add 59.
Convent Avenue: add 127.
Edgecombe Avenue: add 134.
Ft. Washington Avenue: add 158.
Lenox Avenue: add 110.
Lexington Avenue: add 22.
Madison Avenue: add 27.
Manhattan Avenue: add 100.
Park Avenue: add 34.
Pleasant Avenue: add 101.
Riverside Drive: divide number of building by 10 and add 72.
St. Nicholas Avenue: add 110.
Wadsworth Avenue: add 173.
West End Avenue: add 59.

BUSES

There are four Fifth Avenue buses serving the Medical Center area: Numbers 2, 3, 4, and 5. Going uptown, Numbers 2, 3, and 5 stop at Broadway and 168th Street, a long block from Maxwell Hall. The Number 4 bus stops at Ft. Washington Avenue and 168th Street, just above Maxwell Hall. Going downtown, the nearest bus stops for the Medical Center are at 165th Street and Broadway, for the Number 2; at 166th Street and Broadway for the Number 3; at 168th Street and Broadway in front of the hospital, for the Number 5; and in front of the Neurological Institute, for the Number 4. All these buses go down Fifth Avenue at some point below 110th Street. The Number 5 bus travels downtown on Riverside Drive to 72d Street, where it turns east to Broadway; it travels down Broadway to 57th Street, turns east to Fifth Avenue, and goes down Fifth Avenue to Washington Square. Coming uptown it reverses this route.

SUBWAYS

INDEPENDENT (IND): the quickest subway serving the Medical Center. Listed below are the trains most frequently used and some important stops:

Eighth Avenue train A

168th Street: Medical Center
59th Street: Columbus Circle, Coliseum (change here for D train)
42d Street: Port Authority Bus Terminal
34th Street: Pennsylvania Railroad Station
West 4th Street: Greenwich Village

Sixth Avenue train D (board train at 59th Street)

50th Street: Rockefeller Center
42d Street: Times Square
34th Street: Macy's and Gimbel's (department stores)

INTERBOROUGH RAPID TRANSIT (IRT): only local stops from Medical Center to 96th Street.

168th Street: Medical Center
116th Street: Columbia University
96th Street: change here for express train
59th Street: Columbus Circle (local stop); Coliseum
42d Street: Times Square (express stop); change here for shuttle to Grand Central Station (see below)
34th Street: Pennsylvania Station (express stop)

SHUTTLE TO GRAND CENTRAL STATION: follow the red lights from the Times Square stop to the shuttle platform. The shuttle train leaves frequently and takes about two minutes.

MUSEUMS AND PLACES OF HISTORICAL INTEREST

Of particular interest are the museums listed below. All of them hold special exhibitions, which are announced in the Sunday *New York Times* and in the current issue of *The New Yorker* and *Cue* magazines.

The Cloisters (Ft. Tryon Park in Washington Heights): medieval art and architecture. Tuesday through Saturday 10-5; Sundays and holidays 1-5 (May through September 1-6); concerts of medieval music, Sunday and Tuesday, 3:30; closed Monday. Free.

Dyckman House (204th Street and Broadway): only eighteenth-century farmhouse on Manhattan Island. Garden and house have been restored to original condition. Built in 1783 and owned by Dyckman family for nearly a century. Now owned and maintained by the Department of Parks. Daily except Monday 10-5. Free. Children under 16 not admitted unless accompanied by adults.

The Frick Collection (Fifth Avenue at 70th Street): fourteenth- to nineteenth-century art. Lectures and chamber music concerts. Tuesday through Saturday 10-5; Sundays and holidays 1-5. Closed Mondays, major holidays, and the month of August. Free.

The Solomon R. Guggenheim Museum (1071 Fifth Avenue): twentieth-century art. New building designed by Frank Lloyd Wright. Tuesday, Wednesday, Friday, and Saturday 10-6; Thursday 10-9; Sundays and holidays 12-6. Closed Mondays, Christmas Day, and July 4. 50¢. Frequent lecture series. Special student rates for groups of ten or more, Tuesday through Saturday noon, 25¢.

The Hispanic Society of America Museum (Broadway at 156th Street): Spanish and Portuguese art of all periods, including a notable collection of paintings and etchings by El Greco, Velásquez, and Goya. Tuesday through Saturday 10-4:30; Sunday 2-5. Closed Mondays, July 4, Thanksgiving Day, and Christmas Day. Reference library open Tuesday through Saturday 1-4:30. Free.

The Jacques Marchais Center of Tibetan Art (340 Lighthouse Avenue, Staten Island): built in the form of a Tibetan temple. Private library. Tuesday and Thursday 2-5, free. Wednesday, Friday, and Saturday 2-5, 50¢. Second and fourth Sunday of each month 2-5, 50¢. Closed November 1 to April 1. Students may obtain special rates and arrangements by telephoning ELgin 1-3280 in advance.

Jumel Mansion (Edgecombe Avenue and West 160th Street): Georgian Adams house built by Roger Morris in 1765. George Washington's headquarters in 1776. Purchased in 1810 by Stephen Jumel, a French merchant whose widow married Aaron Burr. Daily except Monday 11-5. Free.

The Metropolitan Museum of Art (Fifth Ave. at 82d Street): one of the world's finest collections, covering five thousand years of painting and allied arts, sculpture, arms and armor, costumes, musical instruments, and the other major art forms. Reference library and photograph collection. Art and book shop. Lectures, concerts, and gallery tours. Monday through Saturday 10-5; Sundays and holidays 1-5. Free.

The Museum of Modern Art (11 West 53d Street): contemporary art, from painting to photography to industrial design. Daily showings of revivals of important motion pictures. Monday through Saturday

11-6; Thursday 11-9; Sunday 1-7. \$1.00. Groups of ten to thirty students may visit for 50¢ each.

The Museum of Primitive Art (15 West 54th Street): world-wide collection of primitive sculpture, metal working, textiles, and pottery. Tuesday through Saturday 12-5; Sunday 1-5. Adults, 50¢; persons under 18, 25¢; special group rates. Tours may be arranged.

The Pierpont Morgan Library (29-33 East 36th Street): rare books, manuscripts, and drawings. Monday through Saturday 9:30-5. Closed Sundays, holidays, Saturdays during July, and the month of August. Reading room available by special permission obtained in advance; for graduate students only; 9:30-4:45, Monday through Saturday, September through June; Monday through Friday, in July and August.

The Riverside Museum (Riverside Drive at 103d Street): contemporary paintings, permanent collection of Tibetan art. Forums, demonstrations, and orchestra concerts. Open seven days a week 1-5. Closed holidays and mid-June through Labor Day. Free. Chorus, orchestra, and classes in the arts, including the performing arts. Participation in the orchestra is free; there is a nominal fee for the classes in the arts and participation in the chorus, but several scholarships are available for the chorus.

The Whitney Museum of American Art (22 West 54th Street): twentieth-century art. Special exhibitions of both historical and contemporary works. Open seven days a week 1-5. Closed major holidays. Free.

New Yorkers may enjoy the pleasant experience of "gallery-hopping." In midtown Manhattan, between Lexington and Fifth Avenues in the 50's, 60's, and 70's, are the art dealers' galleries, where exhibitions of art of all periods change continuously throughout the year.

Constitution

Preamble

WE, THE STUDENTS of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The Association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purpose in relation to student living and social and other co-curricular activities. The Honor System is recognized as being vital to stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

ARTICLE I. Name

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Hereafter it shall be referred to as the Association.

ARTICLE II. Membership

All students of the School shall be active members of the Association.

ARTICLE III. Officers

The officers, who will be elected by the student body, shall consist of a President, three Vice Presidents, a Secretary, and a Treasurer.

ARTICLE IV. Advisers

All faculty representatives shall act in an advisory capacity.

ARTICLE V. Organization

Section 1. There shall be an Executive Board consisting of the following members:

The President of the Association
The three Vice Presidents of the Association
The Secretary of the Association
The Treasurer of the Association
The President of the Third-Year Class
One representative of the Third-Year Class
The President of the Second-Year Class
One representative of the Second-Year Class
The President of the First-Year Class
Two representatives of the First-Year Class
One representative of the Hartwick students
The representative of the Second-Year Class to Area 8 of the Student Nurses' Association of New York State
The representative of the Third-Year Class to the Columbia University Student Council
A member from the faculty
The Director of Residence and Health
The Director of Recreation

Section 2. There shall be an Honor Board consisting of the following members:

The President of the Association
The three Vice Presidents of the Association
The President of the Third-Year Class
The President of the Second-Year Class
The President of the First-Year Class
A member from the faculty
The Director of Residence and Health or other faculty members as deemed necessary by the Honor Board

Section 3. There shall be a Judiciary Board consisting of the following members:

The Second Vice President of the Association
Two representatives of the Third-Year Class

Two representatives of the Second-Year Class

Two representatives of the First-Year Class

Two representatives of the Affiliating Students

Section 4. There shall be a Residence Council consisting of the following members:

The First Vice President of the Association

One elected representative from each class

One representative from each floor

The Director of Residence and Health

One representative of the Affiliating Students

Section 5. There shall be an Activities Council consisting of the following members:

The Third Vice President of the Association

The committee and club chairmen

The Vice President of each class

The Secretary of the Activities Council

The Director of Recreation

ARTICLE VI. Meetings

Section 1. An annual meeting of the Association shall be held in the spring for the installation of the officers for the ensuing year.

Section 2. The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of the Board.

Section 3. The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

Section 4. The Judiciary Board shall meet at least once a month and whenever deemed necessary by the chairman.

Section 5. The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

Section 6. The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the chairman.

ARTICLE VII. Class Organizations

Section 1. There shall be three class organizations: First-Year, Second-Year, and Third-Year.

Section 2. The First-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, two representatives to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, one representative to Area 8 of the Student Nurses' Association of New York State, the Secretary to the Activities Council, two representatives to the Association Nominating Committee, and three representatives to the Class Nominating Committee.

Section 3. The Second-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, the Chairman of the Social Committee, one representative to Area 8 of the Student Nurses' Association of New York State, one alternate delegate to the Columbia University Student Council, two representatives to the Association Nominating Committee, and three representatives to the Class Nominating Committee.

Section 4. The Third-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to Area 8 of the Student Nurses' Association of New York State, and one delegate to the Columbia University Student Council.

Section 5. A class adviser shall be appointed by the Executive Committee of the Faculty.

Section 6. Each class shall have a cabinet consisting of the officers and the adviser.

ARTICLE VIII. Amendment

The Constitution may be amended at a meeting of the Association, provided that a quorum is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large who desires a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After the amendment has been read, a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE IX. Procedure of Meetings

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

By-Laws

ARTICLE I. Duties of Membership

Section 1. To participate in the activities of this Association.

Section 2. To attend all Association meetings.

ARTICLE II. Duties of Officers

A. Association Officers.

Section 1. The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside at meetings of the Association and the Executive Board; be chairman of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees, including the Handbook Revision Committee. She may invite others to attend meetings of the Board at her discretion, when their attendance is pertinent. She will be an ex officio member of all divisions of the Association and shall represent the Association upon request to do so.

Section 2. The First Vice President of the Association shall assume the duties of the President in the absence of the latter. She shall be chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be chairman of the Student Committee on First-Year Orientation to the Association, and shall represent that class until officers are elected.

Section 3. The Second Vice President of the Association shall assume the duties of the President in the absence of the President and the First Vice President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

Section 4. The Third Vice President of the Association shall assume the duties of the President in the absence of the President and of the First and Second Vice Presidents. She shall also be a member of the Executive Board and the Honor Board. She shall be chairman of the Activities Council and shall call and preside over those meetings.

Section 5. The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association. She shall also act as cochairman of the Dedication Ceremony Committee.

Section 6. The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year. She shall also act as cochairman of the Dedication Ceremony Committee.

NOTE: The Third-Year Class representative to the Executive Board shall act as chairman of the Nominations Committee for the Association elections.

B. Class Officers

Section 1. It shall be the duty of the Class President to call meetings at any time. She shall preside at meetings of the Class and of the Cabinet. She shall be a member of the Association, the Honor, and the Executive Boards. It shall be her duty to appoint special committees, and she may invite others to attend meetings at her discretion, when their attendance is pertinent. She shall be an ex officio member of all committees except the Nominating Committee and shall represent the Class upon request to do so.

Section 2. The Class Vice President shall assume the duties of the President in her absence. She shall be a member of the Cabinet, in charge of the Class social functions, and a member of the Social Committee of the Activities Council.

Section 3. The Class Secretary shall record proceedings of all meetings. She shall be a member of the Cabinet and shall also record

its proceedings. She shall be responsible for proper notification of meetings of the Class and for all permanent records.

Section 4. The Class Treasurer shall have charge of the funds and shall keep an accurate record of them. She shall be a member of the Class Cabinet. She shall expend the funds with the approval of the President. She shall give a report at regular meetings.

Section 5. The Class Adviser shall be an honorary Class Member and share with the Class the responsibility for all its activities.

Section 6. The Cabinet shall administer the affairs of the Class. It shall discuss any questions referred to it for consideration by any group or any individual and shall act on these matters, or submit proposals for action to the appropriate committees.

ARTICLE III. Divisions of the Association

Section 1. The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Director of Residence and Health. The elected officers of the Association shall have the power to act in emergency situations between sessions.

Section 2. The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offenses of the Honor System referred to it by the Judiciary Board.

Section 3. The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

Section 4. The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. The Council shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board.

Floor representatives shall be appointed by the elected representative of each class.

Section 5. The Activities Council shall establish an efficient co-curricular program and coordinate school activities. There shall be a Secretary elected in October from the First-Year Class.

- a. All standing committees and clubs of the Council shall be directly responsible to the Council.
- b. The following are the standing committees and clubs of the Activities Council, the duties and responsibilities of which are explained in this *Handbook*:

Affiliating Committee	Orchestra
Athletic Club	Polygon Club
Book Nook	Pool Guards
Bulletin Board Committee	Social Committee
Cosmopolitan Club	Thrift Shop Committee
Dramatic Club	<i>Vital Signs</i> Committee
Glee Club	White Caps

Section 6. Divisions of the Association and Classes shall submit to the Secretary of the Association, semiannually in January and May, a written activities report and shall report at the meetings of the Membership, Executive Board, or Cabinet to which they are responsible.

ARTICLE IV. Meetings

Section 1. The Association shall hold scheduled meetings the third week of September, the second week of January, and the first week of November, March, and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

Section 2. Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

Section 3. Meetings of the divisions of the Association and of committees and clubs shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

Section 4. A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

Section 5. The order of business shall be as follows:

- a.* Call to order.
- b.* Report of the Secretary.
- c.* Report of the Treasurer.
- d.* Reports of the Classes.
- e.* Reports of the Councils and Boards.
- f.* Reports of the Standing Committees.
- g.* Reports of the Special Committees.
- h.* Report of the President.
- i.* Old business.
- j.* New business.
- k.* Adjournment.

ARTICLE V. Nominations, Elections, and Recall**Section 1. Nominations**

- a.* The elected Nominating Committee of the Association and the Third-Year Class representative to the Executive Board shall meet in January to receive nominations and to prepare a slate of candidates for the annual elections. If any member of the Nominating Committee is nominated for office, she will be replaced on the committee by a member appointed by the Class President.
- b.* At a Second-Year Class meeting, the President shall accept recommendations from the floor for the offices of President, First Vice President, Second Vice President, and Third Vice President of the Association.
- c.* At a First-Year Class meeting, the President shall accept recommendations from the floor for the offices of Secretary and Treasurer of the Association.
- d.* The Class President shall submit names and qualifications of the candidates to the Nominating Committee. Any individual wishing to run may submit her own qualifications directly to the Nominating Committee. This committee shall select two or three candidates and two alternates for each office with due consideration to the submitted recommendations; however, the Nominating Committee shall not be confined to those recommended by the classes.
- e.* The Nominating Committee shall submit its selections of two or three candidates and two alternates for each office to the Faculty for approval on the basis of the individual's health record and academic standing.

- f. No member of the Association shall be eligible for election to more than one office concurrently.
- g. Following faculty approval and the nominees having accepted nominations, the slate shall be presented at a meeting of the Association by the chairman of the Nominating Committee for the purpose of approving the slate and accepting nominations from the floor. Those nominated from the floor must have agreed to run and have received faculty approval. The slate of the Nominating Committee and the names of those nominated from the floor shall appear on the final ballot, and elections are to take place.
- h. At a meeting of the Association the chairman of the tellers shall give a report of the balloting, and the President shall announce the results of the election.

Section 2. Elections

- a. The annual elections of the Association shall be held by the first week in March.
- b. The Officers of the Association shall be elected by ballot. The candidate receiving a plurality of votes cast is to be elected. The new officers shall sit in at the April meeting of the Executive Board, shall be installed at the beginning of the May meeting of the Association, and shall take office immediately.
- c. Three tellers appointed by the President of the Association shall be responsible for the mechanics of the election.
- d. Qualifications
 - 1. The President and the First, Second, and Third Vice Presidents shall be elected from Groups A and B of the incoming Third-Year Class.
 - 2. The Secretary and Treasurer shall be elected from the incoming Second-Year Class.
- e. The Adviser and any other faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
- f. Chairmen of standing committees and clubs shall be elected by their respective committees.
- g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by the Board.
- h. Class Elections
 - 1. The officers of the First-Year Class shall be elected by the second week in October. The First Vice President of the

Association shall accept nominations from the floor at a class meeting. Group A students are not eligible for election at this time.

2. The officers of the Second- and Third-Year Classes shall be elected by the first week in April and shall take office at the time of the May meeting of the Association. Group A students are eligible for Third-Year elections.
 - (a) Nominations shall be accepted from the floor at a class meeting and shall then be submitted to the Class Nominating Committee.
 - (b) The Class Nominating Committee shall work in the same manner as the Nominating Committee for the Association elections. (See Article V, Section 1, *d*, *e*, and *g*.)
3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
5. A class representative to the Executive Board is elected by her class to represent its opinions and feelings on various issues concerning the entire student body or her class.
6. Each Second-Year Class shall elect an honorary member who is known for his or her interest in nursing.

Section 3. Recall

- a. An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members of the student body and confirmed by a two-thirds vote of the students.
- b. Recall of class officers may be accomplished in the same manner.

ARTICLE VI. Amendment

These By-Laws may be amended at a meeting of the Association, provided that a quorum is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large desiring a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new

business. After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE VII. Parliamentary Authority

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all Association meetings within the framework of the Association except when in conflict with these By-Laws.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creeds.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL '26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD '02

Columbia University • Faculty of Medicine
Nursing Students' Handbook

1964-1965

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York, N.Y. 10032

TELEPHONE: From 7 a.m. to 12:30 a.m.
(Area code 212) Lorraine 8-5600 or 579-2631

From 12:30 a.m. to 7 a.m.
(Area code 212) 579-2816 or 579-2817

Emergencies

In any emergency, notify the faculty member "on call" through the Maxwell Hall desk or, after midnight, through the infirmary.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Third-year students:

Sturges

Second-year students:

First floor, south corridor

First-year students:

First floor, north corridor

Nursing Students' Handbook

1964-1965

Contents

OFFICES OF FACULTY MEMBERS **4**

THE HANDBOOK **5**

STUDENT GOVERNMENT AND PROFESSIONAL ORGANIZATIONS **7**

University Student Council, 11. Professional Organizations, 11.

GENERAL POLICIES **12**

Your Room, 12. Your Uniform, 13. Conduct and Discipline, 14.
Quiet Hours, 15. Guests, 15. Signing In and Out, 16.
Change of Home Address, 19. Marriage, 20. Vacations, 20.
Visiting Patients in the Medical Center, 21.

SERVICES AND FACILITIES **22**

Automobiles, 22. Banking Your Money, 22. Employment, 22.
Health Service, 23. Identification, 24. Laundry, 24.
Libraries, 25. Lost and Found, 27. Luggage, 27.
Mail and Packages, 27. Meals, 28. Religious Life, 30. Sewing
Machines, 30. Shops and Stores, 31. Telephone Calls, 31.
Valuables, 32.

ACTIVITIES AND RECREATION **33**

Entertainment, 33. Music and Drama, 34. Publications and
Display, 34. Sports, 35. Theatre, 36. Other, 36.

NEW YORK CITY **38**

CONSTITUTION **45**

Offices of Faculty Members

Miss Elizabeth S. Gill. *Associate Dean*
Nursing Office. Extension 3181
Secretary: Miss Dovey

Miss Helen F. Pettit. *Professor of Nursing*
Nursing Office. Extension 3181

Miss Lucy Kennedy. *Associate Professor of Nursing*
Room 119 Maxwell Hall. Extension 2802
Secretary: Mrs. Barnett

Miss Dorothy E. Reilly. *Associate Professor of Nursing*
Room 123 Maxwell Hall. Extension 2809

Mrs. Harriet Deleuran. *Assistant Professor of Nursing*
Room 122 Maxwell Hall. Extension 2806

Miss Florence Vanderbilt. *Director of Residence and Student Health*
Room 304 Maxwell Hall. Extension 2803
Secretary: Mrs. Ruddiman

Mrs. Amarylius T. Otto. *Director of Recreation*
Room 102 Maxwell Hall. Extension 2808

The Handbook

This handbook is intended to give you the information you need about Maxwell Hall and to serve as a guide to community facilities. Miss Vanderbilt, the Director of Residence and Student Health, and Mrs. Otto, the Director of Recreation, will be glad to explain any of the items more specifically or to supply further information about the metropolitan area. Miss Vanderbilt and the Executive Board of the Student Government Association are responsible for the organization and administration of Maxwell Hall.

► TO FIND OUT WHAT IS GOING ON

Information of special interest is posted regularly on bulletin boards.

INFORMATION	WHERE POSTED
Department of Nursing Class notices	South elevator lobby
Student government Recreational notices Lost and found Special notices	Opposite telephone booths
Personal and telephone messages	By Desk
Class notices Clinical assignments Vacation notices Health notices: x-rays, tuber- culins, etc.	North corridor
Library notices Displays	Tod Memorial Library

INFORMATION	WHERE POSTED
Class and floor notices	South elevator lobbies on each resident floor
Activities Council	Lobby of basement passenger elevator
Class meetings	Outside dining room
Special events	

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board, tunnel, or in any public place, must be approved by Miss Vanderbilt or Mrs. Otto.

Student Government and Professional Organizations

The Student Government Association, under the authorization and with the advice of the faculty, is responsible for planning and maintaining many programs which affect student life. Every student is automatically a member of the Association. Officers of the Association are elected by the students and consist of a president, three vice presidents, a secretary, and a treasurer. The work of the Association is carried out through the five divisions described below—the Executive Board, Honor Board, Judiciary Board, Residence Council, and Activities Council. The election procedure for the five divisions is given in Article V of the Constitution.

ASSOCIATION OFFICERS, 1964-1965

President: Catherine Cyrus

First Vice President: Lynne Sheetz

Second Vice President: Anne MacNaughton

Third Vice President: Barbara Williams

Secretary: Judith Cressy

Treasurer: Kathryn Farnham

DIVISIONS OF THE ASSOCIATION

EXECUTIVE BOARD

The Executive Board administers the affairs of the Association. At monthly meetings it discusses questions submitted by any group, person, or division within the Association. The members of the Executive Board are as follows:

Association officers

Class presidents:

Susan Strom (1965)

Barbara Bechtold (1966)

(1967)

<i>Class representatives:</i>	Jane Hall (1965)
	Virginia Kidd (1966)
	(1967)
	(1967)

Faculty representatives: Misses Pettit and Vanderbilt; Mrs. Otto.

HONOR BOARD

The Board acts on major infractions of the Honor System which are referred to it by the Judiciary Board. The members of the Honor Board are as follows:

<i>Association officers:</i>	Catherine Cyrus, President
	Lynne Sheetz, First Vice President
	Anne MacNaughton, Second Vice President
	Barbara Williams, Third Vice President

<i>Class presidents:</i>	Susan Strom (1965)
	Barbara Bechtold (1966)
	(1967)

Faculty representatives: Misses Pettit and Vanderbilt

JUDICIARY BOARD

The Judiciary Board hears all infractions of School regulations and takes appropriate action. The members of the Board are as follows:

<i>Chairman:</i>	Anne MacNaughton
<i>Class representatives:</i>	Jeanne Ferb (1965)
	Kathryn Rice (1965)
	Judith McLaughlin (1966)
	Carolyn Sywak (1966)
	(1967)
	(1967)

RESIDENCE COUNCIL

The Residence Council creates and maintains living conditions conducive to the students' development and to the policies of the School. It makes rules to accomplish this with the approval of the Executive Board. The members of the Residence Council are as follows:

Chairman: Lynne Sheetz

Class representatives:

Judith Holland (1965)

Lee Worfolk (1966)

_____ (1967)

One representative from each corridor

Adviser: Miss Vanderbilt

ACTIVITIES COUNCIL

The Activities Council coordinates and is responsible for all the activities in which students take part throughout the year. The members of the Council are as follows:

Chairman: Barbara Williams

Class vice presidents:

Stephanie Kuhn (1965)

Kathryn Klinck (1966)

_____ (1967)

Council secretary: _____ (1967)

Association treasurer: Kathryn Farnham

CUSC representative: Jane Forrest

SNANYS representative: Pat Deacon Sherwin

Adviser: Mrs. Otto

The committees of the Council are listed below.

Affiliating Committee: Muriel Hunter, chairman

Athletics Club: Gay Hall, chairman

Book Nook: Judy Kleffman, chairman

Bulletin Board Committee: Barbara Lawrence and Carol Loescher, cochairmen

Cosmopolitan Club: Elaine Camaropoulos, chairman

Dramatics Club: Augusta Rosenauer, chairman

Glee Club: Sara MacKelvey, chairman

Orchestra: Elaine Varley, chairman

Polygon Club: Janice Craw, chairman

Pool Guards: _____

Social Committee: Jean Laity, chairman

Speakers Committee: Mary Rood, chairman

Thrift Shop: Susan Everett and Barbara Dillon, cochairmen

Vital Signs: Gail Bovingdon, chairman

White Caps: Kathleen Hennessy, chairman

CLASS OFFICERS**CLASS OF 1965**

President: Susan Strom
Vice President: Stephanie Kuhn
Secretary: Virginia Maeyer
Treasurer: Ruth Walker
Class Adviser: Carolyn Dawson

CLASS OF 1966

President: Barbara Bechtold
Vice President: Kathryn Klinck
Secretary: Doris Miller
Treasurer: Patricia Archbold
Class Adviser: Nora Maliepaard

CLASS OF 1967*

President: _____
Vice President: _____
Secretary: _____
Treasurer: _____
Class Adviser: _____

THE HONOR SYSTEM

The honor system was established by the Student Government Association, with the support of the faculty, to help maintain the standards and regulations of the School. As a student in the School, you assume the obligation of self-government. The concept of honor includes your personal life, your academic work, and your conduct in the hospital.

Basic to maintaining an honor system is the understanding that you do your academic work independently, never submitting as your work that which has been done by anyone else, or permitting your work to be used by another student. If you wish to help another student, you are welcome to do so if the help is a constructive aid in learning. Giving or receiving aid during examinations is not permitted; the entire group is responsible for preventing violations. Quoted material must be enclosed in quotation marks, with proper references to sources.

A part of your obligation in self-government is the following: you are expected to report yourself for any violation and to ask an offender to report herself. If the offender does not report herself, it is your responsibility to report the infraction within twenty-four hours.

All violations of the regulations should be reported to the Chairman of the Judiciary Board, with the exception of violations in the clinical areas. These should be reported to the head nurse in the area.

Attendance is required at student government and class meetings. If

* To be elected. Write in the names when they are announced.

you have a special request concerning absence from a student government meeting, you must present your request to your Class President at least twenty-four hours in advance.

► COLUMBIA UNIVERSITY STUDENT COUNCIL

The Council is composed of representatives from all divisions of the University. The number of representatives from a division is proportional to the number of students in that division. Thus, the Faculty of Medicine is entitled to two representatives and two alternate representatives. Jane Forrest '65 is the delegate from the Department of Nursing.

► PROFESSIONAL ORGANIZATIONS

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurse Association, under the advisership of the American Nurses Association and the National League for Nursing. You become a member of the state and national organizations through the local association, Area 8, in our School. Regular meetings are held to which you are invited, and you are urged to join and participate. Each year two delegates represent our School at the annual conventions of the state and national associations. The delegates for 1964–1965 are Pat Deacon Sherwin, Third-Year Class Representative, and _____, Second-Year Class Representative.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, bedspreads, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to Miss Vanderbilt.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. Keep food in metal containers to discourage bugs and mice.
6. If you want to hang pictures or other objects, use the wall hooks provided for this purpose. You may place extra hooks along the moulding near the ceiling or you may use masking tape and gummed tab hangers. *Scotch tape and tacks are not permitted.*
7. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
8. Fish are the only pets permitted.
9. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the “old” rooms; one floor lamp and one table lamp, in the new rooms).

You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You should exercise care in positioning extension cords and check all electrical equipment frequently for wear. *You may not iron or cook in your room.*

HOUSEKEEPING

Each week the housekeeping department cleans your room and changes the linen. You should consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. You should clear bureau tops, floors, and beds on cleaning day. Night nurses' rooms are cleaned before 9 a.m. Evening nurses and those who are sleeping late must be out of their rooms by noon to permit more efficient cleaning. You may place a sign on your door to indicate your schedule. Your wastebasket will be emptied every day if it is placed outside your door before 7 a.m. There is equipment available in the cleaning closet for your use between cleaning days.

ROOM CHANGES

Each summer you will be assigned a different room by Miss Vanderbilt, and you will exchange your room key at the reception desk. You may get a hamper from the mezzanine for moving your personal equipment. Please return the hamper when you finish using it. You may not move furniture—especially bureau drawers—from one room to another, nor may you add extra furniture to your room without Miss Vanderbilt's permission.

► YOUR UNIFORM

Your official uniform is a long-sleeved, blue-and-white-striped cotton dress with a starched white collar, white bib and apron, and a white cap. The cap, made of fine white lawn, has a quarter-inch pleat in the back. The brim, about three inches wide, is turned back just far enough to meet the fullness at the top of the pleat. This uniform is worn by everyone. First- and second-year students wear black leather oxfords and black stockings; third-year students wear white shoes and stockings. Group A students change to white shoes and stockings at the beginning of their second year.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Your hair should be above your collar in length, and your cosmetics, including nail polish, should be inconspicuous. Wedding and engagement rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) You are required to wear a wrist watch with a sweep second hand. Your uniform must be complete when worn below

the second floor of Maxwell Hall. No part of your uniform is to be worn on the street.

SUPPLEMENTARY UNIFORMS

You wear a special short-sleeved, white uniform with bib and apron when you are having your clinical experience in the operating room or in the maternity services. The uniform may be obtained from the sewing room the week preceding your clinical assignment. You also wear this uniform in the summer, between June 15 and September 1. You may obtain your uniforms from the sewing room in June. Attach a name tape to each piece. These uniforms are sent to the laundry with your weekly supply. After September 1, unless you are assigned to maternity or the operating room, remove the name tapes and return your uniforms, *freshly laundered*, to the sewing room.

When you do field work in public health, you wear the navy uniform with a white bow. You provide your own rain attire and black leather oxfords. You are required to rent an official navy-blue public health nursing coat, a uniform, and an overseas cap for mild weather or a wool hood for cold weather. This equipment is dispensed through the public health nursing office.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewed on, in the sewing room. However, your uniforms must be laundered first. If your caps or collars need replacing, take them to the sewing room. You may obtain additional studs and collar buttons for five cents in the sewing room from 9 to 5, Monday through Friday.

► CONDUCT AND DISCIPLINE

When you become a member of the nursing profession, you assume responsibilities, both as an individual and as a member of the group. You will find that the word "nurse" means a great deal to people and, as a result, they will make certain demands of you.

The health professions have high standards which the members of the other disciplines in the Medical Center, as well as the people in the community, look to us to maintain. It is important to remember that many of our patients come from the immediate vicinity and entrust

themselves to us often. Therefore, you should always conduct yourself in a way that will be a credit to yourself and to our profession. Appropriate dress is one simple yardstick to bear in mind: dress in the city is more formal than on rural campuses. You may wear slacks, dungarees, and shorts in the Snack Nook and Commons Room. They are not acceptable on the street or in the parts of Maxwell Hall where you receive guests.

When you are wearing your uniform, you may not smoke in public or below the second floor of the residence; the only exceptions are the Game Room, the south parlors, and the dining room. Alcoholic beverages are prohibited in the residence.

► QUIET HOURS

You are asked to observe the following in regard to quiet in the Hall:

1. General quiet hours are from 9 a.m. to 4 p.m. and from 10:30 p.m. to 7 a.m.
2. Play record players, radios, television sets, and musical instruments at room volume.
3. Pianos and radios may be played until 10:30 p.m. in Sturges Auditorium, the gymnasium, the sitting rooms, and the faculty lounge; the television in the eleventh floor sitting room must be turned off after the 11 p.m. news.
4. Parties may not be held in the corridors after 10:30 p.m.

► GUESTS

You may have guests during the day or evening. Your guests are also welcome to join you for all meals, which are reasonably priced. If your friends are not staying overnight, they are expected to leave Maxwell Hall by 12:30 a.m. Each visitor must stop at the Desk; the receptionist will then notify the resident of her guest's arrival by buzzing her room three times. Your friends are welcome at many activities of the School. If you wish to take them on a tour of the hospital during the day, you should get permission from Miss Vanderbilt, from the faculty member on call, or from a member of the staff in the nursing office. You must wear your uniform on these tours.

When accommodations are available you may have an overnight guest. You should notify Miss Vanderbilt of your guest's expected arrival twenty-four hours in advance, and before 5 p.m. on Fridays, by filling out a request slip obtainable at the Desk. If an occupied room is used for your guest, the student giving permission for the use of the room must sign the request slip. You should greet your guest when she arrives, see that she signs the guest book at the Desk, and show her to her room. If your schedule does not allow this, you must arrange for someone else to welcome your guest in your place.

Whenever overnight guests leave the dorm, they must sign out and back in on the special flag sheet which is provided for their use at the Desk. Guests are free to take 2+'s, but they should understand that after 2 a.m. the front door is open only from 10 minutes before the hour to 10 minutes after the hour.

The special guest rates for rooms and meals are as follows:

\$1.00 per night for an empty room	Breakfast	\$.75
.75 per night for an occupied room	Lunch	.90
	Dinner	1.25

► SIGNING IN AND OUT

DAY PASSES

You may leave the residence between 7 a.m. and 12 midnight, but you must always sign out at the Desk, stating your destination, and sign in when you return. Special permission to leave the residence at other times must be obtained from Miss Vanderbilt or the faculty member "on call." A slip for this permission may be obtained at the Desk. No permission is needed to attend early Mass before 7 a.m.

LATE PASSES

There are four kinds of late permissions (passes) which enable you to return to Maxwell Hall after 10:30 p.m. (or to entertain guests in the Hall after 10:30 p.m.). These are explained below. The number you are eligible to take depends upon the length of time you have been in the nursing program (see page 17).

12:30 a.m.: as its name implies, this pass enables you to stay out until 12:30 a.m.

2 a.m.: you may take this pass if you have no clinical assignment or class before 9 a.m. on the following day.

Floating 2 a.m.: the same as a regular 2 a.m. but without its restriction.

2 a.m. plus: you may sign in any time up to 6 a.m., irrespective of the time of clinical assignment or class the following day. This pass may not be used as an overnight. The doors of Maxwell Hall are locked at 2 a.m., and are opened every hour thereafter from ten minutes before the hour until ten minutes after the hour. If you arrive at Maxwell Hall when the doors are locked, go to the entrance of Harkness Pavilion. You can then call the Maxwell Hall Health Service nurse who will let you in. If at all possible, you should plan your time according to the times when the doors will be open.

OVERNIGHT PASS

You may sign out for an overnight if you do not have a clinical assignment or class before 9 a.m. the following day.

NUMBER OF LATE PASSES ALLOWED

The number of late passes permitted *each month* is as follows:

	<i>Floating</i>		
	<i>12:30 a.m.</i>	<i>2 a.m.</i>	<i>2 a.m. plus</i>
Group B, first year	until Feb 1: 6	1	none
	after Feb 1: 10		
Group B, second year;			
Group A, first year; and affiliating students	15	2	after June 1: 1

Late passes for Hartwick students will be those of the classes of which they are members and will change accordingly.

Restrictions on the number and kinds of late passes do not apply to third-year Group B students and second-year Group A students.

HOW TO SIGN IN AND OUT

For a Day Pass: 1. Sign your name in the appropriate column (class) on the large sign-out sheet on the Desk and fill in the data requested for the other columns. 2. When you return, enter the time in the designated column.

NAME: Doe, Mary Jane CLASS: 1967 MONTH: Sept. 1964

Date	TIME OUT	TIME IN	DESTINATION AND TELEPHONE	EXPECTED TIME IN	TIME IN
1					
2	2 ⁰⁰ PM	Downtown (D.T.)		12 ³⁰ AM	12 ¹⁵ AM
3					
4	4 ⁰⁰ PM	Downtown (D.T.)		2 ⁰⁰ AM	1 ³⁰ AM
5					
6	5 ⁰⁰ PM	Downtown (D.T.)		2 f	1 ⁰⁵ AM
7					
8	6 ³⁰ PM	Downtown (D.T.)		2 +	4 ⁰⁵ AM
9					
10	8 ⁰⁰ PM	3 Park Avenue, Bloomfield, N.J.			
11			TEaneck 3-0214	10 ³⁰ PM	9 ⁰⁰ PM
12				11	
13					
14					
15					

For a Late Pass: 1. Find your own card (color according to class) in the "IN" file box at the Desk (see the sample, page 18). 2. Fill in all information required opposite the appropriate date and place the card in the "OUT" box. 3. Sign the Flag Sheet designated *for your class* (the Flag Sheet lists all students out on late passes). 4. When you return, mark the time of arrival in the "IN" column opposite the appropriate date, and return the card to the "IN" box; then cross your name off the Flag Sheet.

For an Overnight Pass: 1. Sign your complete address, including telephone number, on your individual card. 2. Write the "expected time in" on the line of the date on which you expect to return. 3. You must also sign your name on the Flag Sheet in the Overnight Book under the appropriate date and time of return.

For other absences: when you leave and return from vacation or after any specially arranged absence, you must sign in and out in the Absence Book at the Desk.

TO CHANGE THE TYPE OF PASS

To change a 10:30 to a 12:30, 2, 2 plus, or overnight: call Lorraine 8-5600 before 10 p.m.

To change a 12:30 to a 2, 2 plus, or overnight: call Lorraine 8-5600 before midnight.

IN EMERGENCIES

To reach "faculty on call": before 12:30 a.m., dial 579-2805. After 12:30 a.m., dial 579-2816. From outside New York City, dial 212 (area code) 579, and the appropriate extension.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill it out, and leave it there for Miss Vanderbilt.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit. Permission to marry and continue in the nursing program is contingent on the level of your accomplishment, your health, and your contribution to the program of the School.

Group A students who are married are eligible to live outside Maxwell Hall beginning with the summer term of the first year; Group B students who are married are eligible beginning with the third year. Residence must be no further than 30 minutes travel time by public transportation; a home telephone is essential. Your plans should then be presented to the chairman of the Honor Board. If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photostat copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date.

See Miss Vanderbilt so that your Blue Cross contract can be changed. When you have completed the above procedures, your name pin will be ordered for you.

► VACATIONS

SUMMER

All personal possessions must be packed and removed from the room before you go on summer vacation. To have trunks and suitcases sent to your room one week before vacation begins, you must leave your name, room number, and request for Mrs. Williams at the Desk. Trunks are not to be taken into the rooms; they must be packed in the hall. If you need cartons as well, you should ask Mrs. Williams for them.

After the vacation, trunks may be left in the halls for unpacking, but must be ready for storage within one week from the official end of vacation. Storage space is provided for suitcases, trunks, and cartons. All items to be stored must be boxed and wrapped securely. They must be identified with tags or labels which may be obtained at the Desk and which must be firmly attached. If you need extra cartons Mrs. Williams,

the Housekeeper, may have some. To send luggage, see the instructions on page 27.

You must write legibly your complete home or vacation address in the Absence and Vacation Book at the Desk. Your keys must be left there when you sign out.

You are expected to return to Maxwell Hall after summer vacation by 10:30 p.m. of the day before you resume your program.

CHRISTMAS AND SPRING VACATIONS

You must write legibly your complete home or vacation address in the Absence and Vacation Book at the Desk. You do not turn in your keys.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform.

No plea of ignorance of the rules and regulations will be accepted as an excuse.

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the School and limited beyond. The Medical Center parking lot offers limited parking to guests at 50¢ for three hours and 25¢ for each additional hour. Parking in front of Maxwell Hall must be limited to 30 minutes for students and their guests. You may obtain information about overnight parking from Miss Vanderbilt, the Director of Residence.

► BANKING YOUR MONEY

The Chemical Bank New York Trust Company, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to 4 p.m., Saturday and Sunday. Your endorsed check must be countersigned by Miss Vanderbilt at one of these times: 9 a.m., 12 noon, and at 4 p.m., Monday through Friday. Checks may be left at the Desk for this purpose. You must endorse the check again at the cashier's window. If you wish to cash a check in an amount over \$100, you must make special arrangements with Miss Vanderbilt.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

► EMPLOYMENT

Babysitting for the families of the professional staff of the Medical Center is available to nursing students. After you have completed your

first term in the School, you are eligible to apply. See Mrs. Otto, who will ask you to fill out an application form. When the faculty has approved your request, Mrs. Otto will notify you. Approval is granted on the basis of your need and standing in the School and community.

Requests for babysitters are posted on the bulletin board opposite the telephone booths. If you are interested, use the desk phone to telephone the family and sign your name in the book at the Desk. The standard rate of pay is \$1.25 per hour.

► HEALTH SERVICE

Nursing School Health Service, 3rd floor, south corridor, Maxwell Hall

Hours: open twenty-four hours a day

Telephone: 579-2816 or 2817

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: Monday and Wednesday, 1:30 p.m.; Tuesday, 2 p.m.; Thursday, 1:15 p.m.; Friday, 12:30 p.m.; weekends, by appointment

The staff of the Health Service supervises your health and medical care. The Health Service's fifteen-bed infirmary is staffed day and night by graduate nurses. If you wish to make other arrangements for medical care, you must discuss them with Miss Vanderbilt or Dr. Neuberg.

If you become ill while in class or at work: you must first notify your instructor or the nurse in charge of your clinical area and then report to the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours and report your illness to the Health Service. *When you return from an illness or convalescence* at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day, between 9 and 10 a.m. and between 8 and 9 p.m., so that your progress may be followed.

Before you return to your classes and clinical assignment after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or the Infirmary nurse; this is also required before you are allowed to leave the residence hall.

2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.

3. Take the permission slip to the nursing office in the area where you are assigned and sign your name immediately on the special sheet provided for this purpose.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment.

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Identification Cards: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a general emergency, would facilitate your return there. The card also contains data about you which would be important if you were injured. It will be issued to you by the Personnel Department and should also be carried in your wallet.

► LAUNDRY

YOUR UNIFORM

The School will take care of laundering your uniforms. All articles to be laundered through the School must have name tags attached. The laundry allowance per week is two uniforms, five bibs, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of the Director of Residence on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the

desk and list on it all the items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room. If the missing articles are not there, they will be traced. If your laundry does not return when expected, you should first check all floors to make sure that it was not delivered to the wrong floor. If you still are unable to locate your laundry, you should notify Miss Vanderbilt that it is missing.

YOUR PERSONAL LAUNDRY

In Maxwell Hall: laundry rooms, with washers and dryers, in the north corridor of the 3rd, 5th, 7th, and 9th floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 15¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

In Harkness Hall: six washing and drying machines are available in the basement.

You may borrow a steam iron for a three-hour period by signing a book at the Desk. There are two ironing boards provided on each floor which may be used in the sitting rooms, kitchenettes, or laundry rooms, but *not* in the halls. Because of fire regulations, ironing is permitted only in the above-mentioned locations.

► LIBRARIES

TOD MEMORIAL LIBRARY

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open daily from 8 a.m. to 10 p.m. and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library during the day and early evening.

Reserve books may be signed out after 9 p.m. and must be returned before 9 a.m. the following morning.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the School and members of the medical profession, is one of the largest of its kind in the world.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform, you may be asked to present your Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 2 to 10 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University Library system. It is located at the Morningside Heights Campus between Broadway and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill out a special information card available at the Medical Library Desk and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42nd Street. The general card catalogue is on the third floor in Room 315. The open stacks will be found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue at 161st Street, 535 West 179th Street between Audubon

and Amsterdam Avenues. Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it. You then post the notice on the bulletin board. Articles left at the desk which are not claimed within two weeks are given to the Thrift Shop.

If you lose a valuable article such as a watch, report it to Miss Vanderbilt. A member of the Protective Department will ask you for information which may be of help in recovering the lost item.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage one week after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the housekeeper by leaving a written request at the Desk.

To ship luggage from Maxwell Hall: leave a notice of express shipment at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece. Luggage must be locked, tagged, and placed outside your door by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mail box opposite the telephone booths on the first floor. Mail is delivered to the boxes

once a day before noon. You will find a box for outgoing mail at the Desk.

If you receive a telegram, package, registered mail, or a special delivery letter, your name will be listed at the Desk, where you sign for them. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 6 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS

MAXWELL HALL CAFETERIA

The meal tickets for the dining room, issued monthly, are put in your mail box. The tickets may not be transferred except among the resident students. If you lose your ticket, you may get another one at the Desk. Students not paying room and board may purchase meal tickets at the Desk.

Appropriate clothing must be worn; you will not be admitted to the dining room in slacks, shorts, kilts, or curlers.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book. The rates are 75¢ for breakfast, 90¢ for lunch, and \$1.25 for dinner.

The cafeteria is open Monday through Friday, at the following hours:

Breakfast: 6:30 to 9

Luncheon: 11:45 to 1:45

Dinner: 5 to 6:45

If you know that you will be delayed past 6:30, you should call extension 2800 and make arrangements to have dinner held until as late as 7 p.m. If you will be later than 7 p.m., you may obtain a ticket on PH-4 for the Hospital Cafeteria.

THE SNACK NOOK

The Snack Nook is a gay room in the basement of Maxwell Hall which is provided with tables and chairs and with various food and drink machines. Male guests are allowed until 12:30 a.m. Bermuda shorts and slacks are permitted. All night clothes must be completely covered by a trench coat.

COFFEE SHOP IN THE PRESBYTERIAN HOSPITAL

The coffee shop on the first floor is open to students from 7 to 10:30 p.m., but at their own expense. Students on evening and night duty may obtain from the Maxwell Hall Desk a special ticket which gives them a free meal in the coffee shop between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks, up until 10:30 p.m., in the kitchenettes located in the north and south wings of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitchenette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

In the south kitchenette there are two percolators and cups, dishes, spoons, etc. for your use. If the kitchenette is locked, you may obtain the key at the Desk.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4.00. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This dining room is used by nursing students when the Maxwell Hall dining room is closed (Saturdays, Sundays, holidays, and the summer months). Regular meal tickets are used and allow \$1.00 for breakfast, \$1.30 for lunch, and \$1.60 for dinner. On Sunday, you may have dinner either at *noon* or at night. The hours are as follows:

Breakfast: 6:30 to 9

Luncheon: 11 to 2

Dinner: 4 to 7:30

Students who are off duty are asked to comply with the following:
(1) please use the cafeteria before 8:30 a.m. for breakfast (to avoid the last-minute crowds); (2) please avoid going to the cafeteria between 12:30 and 1:15 p.m.

► RELIGIOUS LIFE

PAULINE A. HARTFORD MEMORIAL CHAPEL

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Roman Catholic Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Wednesday, at 8:15 a.m. in the Blessed Sacrament Chapel on the second floor.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the University Christian Fellowship, Newman Club, Seixas-Menorah, and other religious activities on the Morningside Campus.

CHURCHES IN THE CITY

You will find a directory of church services, which is posted each Saturday, on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINES

If you wish to use the sewing machines, which are in the Commons Room, first obtain the approval of a member of the Sewing Committee. Then get a cord at the Desk, sign for it there and return it when

you have finished. You must supply your own bobbins and replace any needles that you break. If a machine needs repairing, notify the chairman of the Sewing Committee.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Alumnae Shops: on the main floor of Presbyterian Hospital and Harkness Pavilion. The shops sell candy, cigarettes, toiletries, an excellent selection of merchandise appropriate for gifts, and provide a film service. The proceeds benefit the Endowment Fund of the Department of Nursing.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m., Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tuesday and Friday. Telephone extension: 2678. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 2-463, College of Physicians and Surgeons, and carries a full line of medical and nursing textbooks and all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste, and shampoo. Hours open: 7:30 p.m. to 9:30 p.m., Sunday through Friday, except holidays. Sponsored by the graduating class.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 10:30 p.m., the Desk will buzz your room once. During the evening hours your calls are limited to five minutes, except for long distance calls, which are limited to ten minutes.

The Desk will buzz you twice if it is trying to locate another person and three times if you have a guest in the lobby. Please buzz back so that the Desk will know that you have received the message.

If you are on night duty, the Desk will take messages for you until 4 p.m. After 4 p.m. the Desk will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls are on the first, fourth, sixth, eighth, and tenth floors of Maxwell Hall.

If you have trouble either receiving or placing a call, please note the date and time of the call in question and notify the Desk immediately. If the problem persists, please notify Miss Vanderbilt within twenty-four hours.

► **VALUABLES**

You should lock your valuables in your closet or arrange with Miss Vanderbilt to keep them in the safe. You are encouraged not to keep large sums of money or other items of great value in your room. The School cannot be responsible for loss of valuables or clothing. If you should have any trouble please notify Miss Vanderbilt immediately.

Activities and Recreation

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies at which nursing students are always welcome. There are also many club meetings and other activities on the Morningside campus in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards. Activities and recreational opportunities primarily available to students in the Department of Nursing are given below.

► ENTERTAINMENT

COMMONS ROOM: This comfortable lounge and quiet-activities room on the twelfth floor provides television, stereo, card tables, sewing machines, drawing tables, books, and easels. With the permission of the Residence Council, the room may be used for activities for all students (i.e., welcome parties for affiliating students) or activities for an entire class (i.e., the Second-Year Half-Way Party). Students are responsible for cleaning the Commons Room after these activities.

DANCES: There are two big dances each year—a Christmas formal, with the members of the graduating class as hostesses, and a spring formal or semiformal, with the members of the first-year class as hostesses. In addition, the Social Committee arranges several informal record dances, open houses, and square dances during the year.

GAME ROOM: You and your guests may use the television, piano, and ping pong table in this basement room until 12:15 a.m. If you will be entertaining guests here after 10:30 p.m., you will need a late pass. Monthly bridge parties sponsored and arranged by the Polygon Club are held in the Game Room.

HOSPITALITY: If hospitality is one of your interests, you might want to join the Affiliating Committee which welcomes the affiliating stu-

dents, takes them on a tour of the Medical Center, escorts them to their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall.

► MUSIC AND DRAMA

DRAMATICS: The Dramatics Club, an active little-theatre guild, produces one or two plays each year in addition to a Christmas program in conjunction with the Glee Club.

GLEE CLUB: The Glee Club gives several concerts each year. Look for notices inviting new members.

ORCHESTRA: This group plays at various functions during the year. Members of the orchestra must provide their own instruments.

VESPER CHOIR: This choir is composed of nursing and medical students and other interested medical personnel. They sing at the Wednesday evening Vespers services in the Pauline A. Hartford Memorial Chapel. Tryouts are held early in the fall.

► PROJECTS

BOOK NOOK: The Book Nook, under the supervision of Judy Kleffmann, provides a clearing house for students who wish to buy or sell used textbooks.

THRIFT SHOP: Members of the Thrift Shop Committee collect clothing for donation to Everybody's Thrift Shop on Second Avenue at 60th Street. Proceeds from sales go to a Department of Nursing scholarship fund.

► PUBLICATIONS AND DISPLAYS

BULLETIN BOARDS: The Bulletin Board Committee arranges artistic seasonal displays on the many bulletin boards in Maxwell Hall. Supplies for making posters advertising school functions are available in the north corridor closet on the tenth floor. You may obtain

the key from Barbara Lawrence or Carol Loescher. Posters for the first floor, tunnel, or any public place must first be approved by Miss Vanderbilt or Mrs. Otto.

You may order newspapers by making arrangements at the Desk. Copies of *The New York Times* are available for reading in Tod Memorial Library.

Stethoscope: the monthly publication of the Medical Center which reports news of research and the staff, and current events of the hospital.

Vital Signs: the student publication which provides opinions and news of the residence, students, faculty members, and coming events. Your contributions are encouraged. Please see Gail Bovington if you are interested in working on this publication.

Starch and Stripes: the School yearbook published under the sponsorship of the graduating class. The editors for this year are Andrea Basta and Judy Reidenbaker.

► SPORTS

The Athletic Club arranges tournaments with neighboring nursing schools and offers a program of sports for recreation.

BASKETBALL: If basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

PING PONG: You will find a ping pong table in the Game Room. You may want to join in the tournaments which are held in the spring.

SKATING: If you like to skate, you may want to try two popular areas for ice skating during the winter months: Wollman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge.

SKIING: You have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England. The Athletics Club plans several ski trips each year.

SUNBATHING: The roof on the south side of Maxwell Hall is recommended for sunbathing. Beach rolls and blankets for use on the roof

may be found in the closet outside the Commons Room. You are not to use other blankets and pillows belonging to the residence.

SWIMMING: You may swim in the Maxwell Hall pool at any of the following times: Monday through Thursday, 7 p.m. to 9 p.m. You may swim at other times if a life guard is in the group and no class is using the pool.

Pool Guards: Members of this committee are the official life guards. You may become a life guard if you pass the senior life-saving course offered here each fall or, if you have passed the course elsewhere, by obtaining the approval of Mrs. Otto. A list of the life guards is posted each month on the bulletin board across from the telephones on the first floor.

White Caps: If you enjoy synchronized swimming and water ballet, you may be interested in joining White Caps. This group presents at least one water show each year. Splash parties are held monthly.

TENNIS: There are several tennis courts, which belong to the Medical Center, on Riverside Drive near Maxwell Hall.

► THEATRE

The Cosmopolitan Club obtains tickets to concerts and operas in New York City, many of them at special rates for students. Each month the Club also obtains blocks of seats for current popular plays. These shows are advertised on the bulletin board across from the telephones on the first floor, and at the main Desk. You may also get discount tickets to plays, movies, and television shows from Mrs. Otto and from the Nursing Office on the fourth floor of Presbyterian Hospital.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

► OTHER

HONORARY NURSING FRATERNITY: The Alpha Zeta chapter of Sigma Theta Tau has been formed at Columbia University. This is a

national honorary nursing fraternity whose members are elected on the basis of academic standing and leadership. The purpose of Sigma Theta Tau is to promote high professional standards of nursing.

SPEAKERS COMMITTEE: The Speakers Committee arranges for speakers from various fields to address the students throughout the year. If you are interested in helping to arrange programs, please see Mary Rood.

New York City

TO EXPLORE THE CITY WITHOUT GETTING LOST:

During orientation, each student is given a Hagstrom map which includes the subway system and postal zones. You can also buy, at many newsstands, *The Complete Street Guide to New York, Manhattan and the Bronx*. Price: 60¢.

TO FIND OUT WHAT IS GOING ON IN TOWN:

See the Sunday *New York Times* or the current issue of the weekly magazine *Cue* (25¢), which will tell you what plays, concerts, operas, art exhibits, radio and television shows, movies, and sporting events are being given during the week, how much they cost, and what time they begin. *Cue* also gives a comprehensive list of restaurants with their addresses, inclusive prices, and a brief description of the kinds of food served in each.

See also the sections in the *Handbook* on "Music and Drama," "Museums and Places of Historical Interest," and "Theatre."

TO SEE THE CITY WHEN YOU FIRST ARRIVE:

Try one or all of these:

A trip on the Staten Island Ferry. This will give you a fine view of the New York skyline. Boats leave Battery Park at the bottom of Manhattan every fifteen minutes. The round trip takes about an hour. Cost: 5¢ each way.

A visit at sunset on a clear day to either the Rainbow Room on the 65th floor of the RCA Building, 30 Rockefeller Plaza, or the lounge on the top floor of the Beekman Tower Hotel, First Avenue at 49th Street. As night falls, all the millions of lights come on—an unforgettable sight.

A trip around Manhattan on one of the Circle Line boats (from April through October only). The trip takes about three hours. Cost: \$2.75. See *Cue* magazine or the yellow pages of the telephone book under *Sightseeing* for details.

UNITED NATIONS

Sessions of the General Assembly (for three months in the fall) and of the various councils, conferences, and committees (throughout the year) are usually open to the public. As a rule, meetings start at 10:30 a.m. and 3 p.m., Monday through Friday. Free tickets for these open meetings are available at UN Headquarters at First Avenue and 45th Street on a first-come, first-served basis. Tickets become available one half-hour before each meeting and are given out (even after the meeting is in session) as long as they last. The *New York Times* gives information and hours, or you may call UN Information, PLaza 4-1234, on the preceding day.

Headphones are provided at every seat so that you can hear the proceedings translated simultaneously into French, English, Russian, Spanish, and Chinese.

One-hour tours of the Headquarters leave the lobby of the General Assembly Building about every ten minutes, seven days a week. From mid-May through mid-September the building is open to visitors until 10 p.m., with tours from 9 a.m. to 8:45 p.m., Monday through Friday, and from 9 a.m. to 4:30 p.m. on Saturday and Sunday. From mid-September through mid-May the building is open until 6 p.m., with tours from 9 a.m. to 4:30 p.m., seven days a week. Cost to students 50¢. If you get together a group of ten or more students, the UN Visitors Service will arrange a tour for your group at the regular student rate.

HOW TO FIND WHERE YOU WANT TO GO

Streets run east-west. Avenues run north-south. The higher street numbers are north. Warning: Avenue of the Americas parallels Fifth and Seventh Avenues and runs between them. However, New Yorkers have firmly resisted calling it anything but its old name of Sixth Avenue. Accordingly, you will *see* the former but will *hear* only the latter.

Fifth Avenue is the dividing line; building numbers start there and get higher as you move west (toward the Hudson River) and east (toward the East River). Most of these streets are one-way; you usually drive west on odd-numbered streets and east on even.

Locating the street nearest an avenue address in New York is one of the problems confronting both visitor and native. The following rule will usually work with fair accuracy to within a block or two:

Drop last figure of address, divide by two, then add key number listed

below. *Example:* Where is 621 Seventh Avenue? Drop last digit; divide 62 by 2, giving 31; add 12. Result is 43d Street. The key numbers are as follows:

- | | |
|--|---|
| Avenue A: add 4. | Audubon Avenue: add 165. |
| Avenue B: add 3. | Broadway above 14th Street: subtract 30. |
| Avenue C: add 3. | Central Park West: divide number of building by 10 and add 60. |
| Avenue D: add 3. | Columbus Avenue: add 59. |
| First Avenue: add 3. | Convent Avenue: add 127. |
| Second Avenue: add 3. | Edgecombe Avenue: add 134. |
| Third Avenue: add 10. | Ft. Washington Avenue: add 158. |
| Fourth Avenue: add 8. | Lenox Avenue: add 110. |
| Fifth Avenue: to No. 200, add 13;
to No. 400, add 16; to No. 600,
add 18; to No. 775, add 20; to
No. 1286, drop last figure and
subtract 18. | Lexington Avenue: add 22. |
| Sixth Avenue: subtract 13. | Madison Avenue: add 27. |
| Seventh Avenue: to No. 1800, add
12; above No. 1800, add 20. | Manhattan Avenue: add 100. |
| Eighth Avenue: add 9. | Park Avenue: add 34. |
| Ninth Avenue: add 13. | Pleasant Avenue: add 101. |
| Tenth Avenue: add 13. | Riverside Drive: divide number of
building by 10 and add 72. |
| Eleventh Avenue: add 15. | St. Nicholas Avenue: add 110. |
| Amsterdam Avenue: add 59. | Wadsworth Avenue: add 173. |
| | West End Avenue: add 59. |

BUSES

There are four Fifth Avenue buses serving the Medical Center area: Numbers 2, 3, 4, and 5. Going uptown, Numbers 2, 3, and 5 stop at Broadway and 168th Street, a long block from Maxwell Hall. The Number 4 bus stops at Ft. Washington Avenue and 168th Street, just above Maxwell Hall. Going downtown, the nearest bus stops for the Medical Center are at 165th Street and Broadway, for the Number 2; at 166th Street and Broadway for the Number 3; at 168th Street and Broadway in front of the hospital, for the Number 5; and in front of the Neurological Institute, for the Number 4. All these buses go down Fifth Avenue at some point below 110th Street. The Number 5 bus travels downtown on Riverside Drive to 72d Street, where it turns east to Broadway; it travels down Broadway to 57th Street, turns east to Fifth Avenue, and goes down Fifth Avenue to Washington Square. Coming uptown it reverses this route.

SUBWAYS

INDEPENDENT (IND): the quickest subway serving the Medical Center.

Listed below are the trains most frequently used and some important stops:

Eighth Avenue train A

168th Street: Medical Center

59th Street: Columbus Circle, Coliseum (change here for D train)

42nd Street: Port Authority Bus Terminal

34th Street: Pennsylvania Railroad Station

West 4th Street: Greenwich Village

Sixth Avenue train D (board train at 59th Street)

50th Street: Rockefeller Center

42nd Street: Times Square

34th Street: Macy's and Gimbel's (department stores)

INTERBOROUGH RAPID TRANSIT (IRT): only local stops from Medical Center to 96th Street.

168th Street: Medical Center

116th Street: Columbia University

96th Street: change here for express train

59th Street: Columbus Circle (local stop); Coliseum

42nd Street: Times Square (express stop); change here for shuttle to Grand Central Station (see below)

34th Street: Pennsylvania Station (express stop)

SHUTTLE TO GRAND CENTRAL STATION: follow the red lights from the Times Square stop to the shuttle platform. The shuttle train leaves frequently and takes about two minutes.

MUSEUMS AND PLACES OF HISTORICAL INTEREST

Of particular interest are the museums listed below. All of them hold special exhibitions, which are announced in the Sunday *New York Times* and in the current issue of *The New Yorker* and *Cue* magazines.

The Cloisters (Ft. Tryon Park in Washington Heights): medieval art and architecture. Tuesday through Saturday 10-5; Sundays and holidays 1-5 (May through September 1-6); concerts of medieval music, Sunday and Tuesday, 3:30; closed Monday. Free.

Dyckman House (204th Street and Broadway): only eighteenth-century farmhouse on Manhattan Island. Garden and house have been restored to original condition. Built in 1783 and owned by Dyckman family for nearly a century. Now owned and maintained by the Department of Parks. Daily except Monday 10-5. Free. Children under 16 not admitted unless accompanied by adults.

The Frick Collection (Fifth Avenue at 70th Street): fourteenth- to nineteenth-century art. Lectures and chamber music concerts. Tuesday through Saturday 10-5; Sundays and holidays 1-5. Closed Mondays and major holidays. In August, open Thursday through Saturday 10-5; Wednesdays and Sundays 1-5. Closed Mondays and Tuesdays in August. Free.

The Gallery of Modern Art Including the Huntington Hartford Collection (2 Columbus Circle): representational art of the nineteenth and twentieth centuries. Continuous showing of a film about the construction of the museum. Tuesday through Friday 12-8; Saturday and Sunday 12-6. Adults, \$1.00; children, 25¢ (children under 12 must be accompanied by an adult). Arrangements for group tours (held in the morning) must be made three weeks in advance with Mr. Hartkin, LT 1-2311.

The Solomon R. Guggenheim Museum (1071 Fifth Avenue): twentieth-century art. New building designed by Frank Lloyd Wright. Tuesday, Wednesday, Friday, and Saturday 10-6; Thursday 10-9; Sundays and holidays 12-6. Closed Mondays, Christmas Day, and July 4. 50¢. Frequent lecture series. Special student rates for groups of ten or more, Tuesday through Saturday noon, 25¢.

The Hispanic Society of America Museum (Broadway at 156th Street): Spanish and Portuguese art of all periods, including a notable collection of paintings and etchings by El Greco, Velázquez, and Goya. Tuesday through Saturday 10-4:30; Sunday 2-5. Closed Mondays, July 4, Thanksgiving Day, and Christmas Day. Reference library open Tuesday through Saturday 1-4:30. Free.

The Jacques Marchais Center of Tibetan Art (340 Lighthouse Avenue, Staten Island): built in the form of a Tibetan temple. Private library. Tuesday through Saturday 2-5, 50¢. Second and fourth Sunday of each month 2-5, 50¢. Closed November 1 to April 1. Students may

obtain special rates and arrangements by telephoning ELgin 1-3280 in advance.

Jumel Mansion (Edgecombe Avenue and West 160th Street): Georgian house built by Roger Morris in 1765 in the style of the brothers Adam. George Washington's headquarters in 1776. Purchased in 1810 by Stephen Jumel, a French merchant whose widow married Aaron Burr. Daily except Monday 11-5. Free.

The Metropolitan Museum of Art (Fifth Ave. at 82nd Street): one of the world's finest collections, covering five thousand years of painting and allied arts, sculpture, arms and armor, costumes, and the other major art forms. Reference library and photograph collection. Art and book shop. Lectures, concerts, and gallery tours. Monday through Saturday 10-5; Sundays and holidays 1-5. Free.

The Museum of Modern Art (11 West 53rd Street): contemporary art, from painting to photography to industrial design. Daily showings of revivals of important motion pictures. Monday through Saturday 11-6; Thursday 11-9; Sunday 12-6. \$1.00. Groups of ten to thirty students may visit for 50¢ each.

The Museum of Primitive Art (15 West 54th Street): world-wide collection of primitive sculpture, metal working, textiles, and pottery. Tuesday through Saturday 12-5; Sunday 1-5; gallery talks, Friday 3. Adults, 50¢; persons under 18 and students, 25¢; special group rates. Tours may be arranged.

The Pierpont Morgan Library (29-33 East 36th Street): rare books, manuscripts, and drawings. Monday through Saturday 9:30-5. Closed Sundays, holidays, Saturdays during July, and the month of August. Reading room available by special permission obtained in advance; for graduate students only; 9:30-4:45, Monday through Saturday, September through June; Monday through Friday, in July and August.

The Riverside Museum (Riverside Drive at 103rd Street): contemporary paintings, permanent collection of Tibetan art. Forums, demonstrations, and orchestra concerts. Open seven days a week 1-5. Closed holidays and August through Labor Day. Free. Chorus, orchestra, and classes in the arts, including the performing arts. Participation in the orchestra is free; there is a nominal fee for the

classes in the arts and participation in the chorus, but several scholarships are available for the chorus.

The Whitney Museum of American Art (22 West 54th Street): twentieth-century American art. Special exhibitions of both historical and contemporary works. Open seven days a week 1-5. Closed major holidays. Free.

New Yorkers may enjoy the pleasant experience of "gallery-hopping." In midtown Manhattan, between Lexington and Fifth Avenues in the 50's, 60's, and 70's, are the art dealers' galleries, where exhibitions of art of all periods change continuously throughout the year.

Constitution

Preamble

WE, THE STUDENTS of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The Association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purpose in relation to student living and social and other co-curricular activities. The Honor System is recognized as being vital to stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

ARTICLE I. Name

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Hereafter it shall be referred to as the Association.

ARTICLE II. Membership

All students of the School shall be active members of the Association.

ARTICLE III. Officers

The officers, who will be elected by the student body, shall consist of a President, three Vice Presidents, a Secretary, and a Treasurer.

ARTICLE IV. Advisers

All faculty representatives shall act in an advisory capacity.

ARTICLE V. Organization

Section 1. There shall be an Executive Board consisting of the following members:

The President of the Association
The three Vice Presidents of the Association
The Secretary of the Association
The Treasurer of the Association
The President of the Third-Year Class
One representative of the Third-Year Class
The President of the Second-Year Class
One representative of the Second-Year Class
The President of the First-Year Class
Two representatives of the First-Year Class
One representative of the Hartwick students
The representative of the Second-Year Class to Area 8 of the Student Nurses' Association of New York State
The representative of the Third-Year Class to the Columbia University Student Council
A cochairman of the Affiliating Committee
A member from the faculty
The Director of Residence and Health
The Director of Recreation

Section 2. There shall be an Honor Board consisting of the following members:

The President of the Association
The three Vice Presidents of the Association
The President of the Third-Year Class
The President of the Second-Year Class
The President of the First-Year Class
A member from the faculty
The Director of Residence and Health or other faculty members as deemed necessary by the Honor Board

Section 3. There shall be a Judiciary Board consisting of the following members:

The Second Vice President of the Association

Two representatives of the Third-Year Class
Two representatives of the Second-Year Class
Two representatives of the First-Year Class
One representative of the Hartwick Students

Section 4. There shall be a Residence Council consisting of the following members:

The First Vice President of the Association
One elected representative from each class
One representative from each corridor
One representative of the Hartwick Students
The Chairman of the Sewing Committee
The Chairman of the Library Committee
The Director of Residence and Health
One representative of the incoming Affiliating Students

Section 5. There shall be an Activities Council consisting of the following members:

The Third Vice President of the Association
The committee and club chairmen
The Vice President of each class
The Secretary of the Activities Council
The Treasurer of the Association
The Second-Year Class representative to the Columbia University Student Council
The First-Year Class representative to Area 8 of the Student Nurses' Association of New York State
The Director of Recreation

ARTICLE VI. Meetings

Section 1. An annual meeting of the Association shall be held in the spring for the installation of the officers for the ensuing year.

Section 2. The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of the Board.

Section 3. The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

Section 4. The Judiciary Board shall meet at least once a month and whenever deemed necessary by the chairman.

Section 5. The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

Section 6. The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the chairman.

ARTICLE VII. Class Organizations

Section 1. There shall be three class organizations: First-Year, Second-Year, and Third-Year.

Section 2. The First-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, two representatives to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, one representative to Area 8 of the Student Nurses' Association of New York State, the Secretary to the Activities Council, two representatives to the Association Nominating Committee, three representatives to the Class Nominating Committee, and a cochairman of the Affiliating Committee.

Section 3. The Second-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, the Chairman of the Social Committee, one representative to Area 8 of the Student Nurses' Association of New York State, one alternate delegate to the Columbia University Student Council, two representatives to the Association Nominating Committee, and three representatives to the Class Nominating Committee.

Section 4. The Third-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, one representative to Area 8 of the Student Nurses' Association of New York State, and one delegate to the Columbia University Student Council.

Section 5. A class adviser shall be appointed by the Executive Committee of the Faculty.

Section 6. Each class shall have a cabinet consisting of the officers and the adviser.

ARTICLE VIII. Amendment

The Constitution may be amended at a meeting of the Association,

provided that a quorum is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large who desires a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After the amendment has been read, a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE IX. Procedure of Meetings

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

By-Laws

ARTICLE I. Duties of Membership

Section 1. To participate in the activities of this Association.

Section 2. To attend all Association meetings.

ARTICLE II. Duties of Officers

A. Association Officers

Section 1. The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside at meetings of the Association and the Executive Board; be chairman of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees, including the Handbook Revision Committee. She may invite others to attend meetings of the Board at her discretion, when their attendance is pertinent. She will be an ex officio member of all divisions of the Association and shall represent the Association upon request to do so.

Section 2. The First Vice President of the Association shall assume the duties of the President in the absence of the latter. She shall be

chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be chairman of the Student Committee on First-Year Orientation to the Association, and shall represent that class until officers are elected.

Section 3. The Second Vice President of the Association shall assume the duties of the President in the absence of the President and the First Vice President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

Section 4. The Third Vice President of the Association shall assume the duties of the President in the absence of the President and of the First and Second Vice Presidents. She shall also be a member of the Executive Board and the Honor Board. She shall be chairman of the Activities Council and shall call and preside over those meetings.

Section 5. The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association. She shall also act as cochairman of the Dedication Ceremony Committee.

Section 6. The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year. She shall also act as cochairman of the Dedication Ceremony Committee, and be a member of the Activities Council.

NOTE: The Third-Year Class representative to the Executive Board shall act as chairman of the Nominations Committee for the Association elections. The Second-Year Class representative to the Executive Board shall act as Chairman of the Handbook Revision Committee.

B. Class Officers

Section 1. It shall be the duty of the Class President to call meetings at any time. She shall preside at meetings of the Class and of the

Cabinet. She shall be a member of the Association, the Honor, and the Executive Boards. It shall be her duty to appoint special committees, and she may invite others to attend meetings at her discretion, when their attendance is pertinent. She shall be an ex officio member of all committees except the Nominating Committee and shall represent the Class upon request to do so.

Section 2. The Class Vice President shall assume the duties of the President in her absence. She shall be a member of the Cabinet, in charge of the Class social functions, and a member of the Social Committee of the Activities Council.

Section 3. The Class Secretary shall record proceedings of all meetings. She shall be a member of the Cabinet and shall also record its proceedings. She shall be responsible for proper notification of meetings of the Class and for all permanent records.

Section 4. The Class Treasurer shall have charge of the funds and shall keep an accurate record of them. She shall be a member of the Class Cabinet. She shall expend the funds with the approval of the President. She shall give a report at regular meetings.

Section 5. The Class Adviser shall be an honorary Class Member and share with the Class the responsibility for all its activities.

Section 6. The Cabinet shall administer the affairs of the Class. It shall discuss any questions referred to it for consideration by any group or any individual and shall act on these matters, or submit proposals for action to the appropriate committees.

ARTICLE III. Divisions of the Association

Section 1. The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Director of Residence and Health. The elected officers of the Association shall have the power to act in emergency situations between sessions.

Section 2. The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offenses of the Honor System referred to it by the Judiciary Board.

Section 3. The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

Section 4. The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. The Council shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Corridor representatives shall be elected by residents of the corridor by the first Tuesday in October.

Section 5. The Activities Council shall establish an efficient co-curricular program and coordinate school activities. There shall be a Secretary elected in October from the First-Year Class.

- a. All standing committees and clubs of the Council shall be directly responsible to the Council.
- b. The following are the standing committees and clubs of the Activities Council, the duties and responsibilities of which are explained in this *Handbook*:

Athletic Club	Polygon Club
Book Nook	Pool Guards
Bulletin Board Committee	Social Committee
Cosmopolitan Club	Speakers Committee
Dramatic Club	Thrift Shop Committee
Glee Club	<i>Vital Signs</i> Committee
Orchestra	White Caps

Section 6. Divisions of the Association and Classes shall submit to the Secretary of the Association, semiannually in January and May, a written activities report and shall report at the meetings of the Membership, Executive Board, or Cabinet to which they are responsible.

ARTICLE IV. Meetings

Section 1. The Association shall hold scheduled meetings the third week of September, the second week of January, and the first week of

November, March, and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

Section 2. Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

Section 3. Meetings of the divisions of the Association and of committees and clubs shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

Section 4. A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

Section 5. The order of business shall be as follows:

- a. Call to order.
- b. Report of the Secretary.
- c. Report of the Treasurer.
- d. Reports of the Classes.
- e. Reports of the Councils and Boards.
- f. Reports of the Standing Committees.
- g. Reports of the Special Committees.
- h. Report of the President.
- i. Old business.
- j. New business.
- k. Adjournment.

ARTICLE V. Nominations, Elections, and Recall

Section 1. Nominations

- a. The elected Nominating Committee of the Association and the Third-Year Class representative to the Executive Board shall meet in Midwinter to receive nominations and to prepare a slate of candidates for the annual elections. If any member of the Nominating Committee is nominated for office, she will be replaced on the committee by a member appointed by the Class President.
- b. At a Second-Year Class meeting, the President shall accept recommendations from the floor for the offices of President, First Vice President, Second Vice President, and Third Vice President of the Association.
- c. At a First-Year Class meeting, the President shall accept recom-

mendations from the floor for the offices of Secretary and Treasurer of the Association.

- d. The Class President shall submit names and qualifications of the candidates to the Nominating Committee. Any individual wishing to run may submit her own qualifications directly to the Nominating Committee. This committee shall select two or three candidates and two alternates for each office with due consideration to the submitted recommendations; however, the Nominating Committee shall not be confined to those recommended by the classes.
- e. A C+ average shall be the minimum grade requirement for all elected officers. A student considering a major office should consult her faculty advisor and the Nominating Committee as to her abilities to accept the responsibility of that office.
- f. No member of the Association shall be eligible for election to more than one office concurrently.
- g. The Nominating Committee shall consider the academic and health status of the nominees and shall present a slate of three candidates and two alternates at a meeting of the Association. Nominations shall then be accepted from the floor. The nominees must have agreed to run and must have maintained the required grade average and health status.

Section 2. Elections

- a. The annual elections of the Association shall be held by the first week in March.
- b. The Officers of the Association shall be elected by ballot. The candidate receiving a plurality of votes cast is to be elected. The new officers shall sit in at the April meeting of the Executive Board, shall be installed at the beginning of the May meeting of the Association, and shall take office immediately.
- c. Three tellers appointed by the President of the Association shall be responsible for the mechanics of the election.
- d. Qualifications
 1. The President and the First, Second, and Third Vice Presidents shall be elected from Groups A and B of the incoming Third-Year Class.
 2. The Secretary and Treasurer shall be elected from the incoming Second-Year Class.

- e. The Adviser and any other faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
- f. Chairmen of standing committees and clubs shall be elected by their respective committees.
- g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by the Board.
- h. Class Elections
 - 1. The officers of the First-Year Class shall be elected by the second week in October. The First Vice President of the Association shall accept nominations from the floor at a class meeting. Group A students are not eligible for election at this time.
 - 2. The officers of the Second- and Third-Year Classes shall be elected by the first week in April and shall take office at the time of the May meeting of the Association. Group A students are eligible for Third-Year elections.
 - (a) Nominations shall be accepted from the floor at a class meeting and shall then be submitted to the Class Nominating Committee.
 - (b) The Class Nominating Committee shall work in the same manner as the Nominating Committee for the Association elections. (See Article V, Section 1, *d*, *e*, and *g*.)
 - 3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
 - 4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
 - 5. A class representative to the Executive Board is elected by her class to represent its opinions and feelings on various issues concerning the entire student body or her class.
 - 6. Each Second-Year Class shall elect an honorary member who is known for his or her interest in nursing.
 - 7. If any office is vacated it shall be filled by appointment of the Class Council unless otherwise determined by the Council.

Section 3. Recall

- a. An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members of

the student body and confirmed by a two-thirds vote of the students.

- b. Recall of class officers may be accomplished in the same manner.

ARTICLE VI. Amendment

These By-Laws may be amended at a meeting of the Association, provided that a quorum is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large desiring a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE VII. Parliamentary Authority

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all Association meetings within the framework of the Association except when in conflict with these By-Laws.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creeds.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL '26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD '02



To Columbia Students

THIS HANDBOOK IS FOR YOUR USE AS A SOURCE OF CONTINUING REFERENCE. PLEASE SAVE IT CAREFULLY, SINCE THE DEMAND FOR REPLACEMENT COPIES CAUSES EXPENDITURES WHICH SHOULD MORE DIRECTLY SERVE YOUR EDUCATION.

Miss Oettli

Columbia University • Faculty of Medicine
Nursing Students' Handbook

1965-1966

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York, N.Y. 10032

TELEPHONE: From 7 a.m. to 12:30 a.m.
(Area code 212) Lorraine 8-5600 or 579-2631

From 12:30 a.m. to 7 a.m.
(Area code 212) 579-2816 or 579-2817

Emergencies

In any emergency, notify the faculty member "on call" through the Maxwell Hall desk or, after midnight, through the infirmary.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Third-year students:	Sturges
Second-year students:	First floor, south corridor
First-year students:	First floor, north corridor

Nursing Students' Handbook

1965-1966

Contents

OFFICES OF FACULTY MEMBERS 4

THE HANDBOOK 5

STUDENT GOVERNMENT AND PROFESSIONAL ORGANIZATIONS 7

University Student Council, 11. Professional Organizations, 11.

GENERAL POLICIES 12

Your Room, 12. Your Uniform, 13. Conduct and Discipline, 14.
Quiet Hours, 15. Guests, 15. Signing In and Out, 16.
Change of Home Address, 19. Marriage, 19. Vacations, 20.
Visiting Patients in the Medical Center, 21.

SERVICES AND FACILITIES 22

Automobiles, 22. Banking Your Money, 22. Employment, 22.
Health Service, 23. Identification, 24. Laundry, 24.
Libraries, 25. Lost and Found, 27. Luggage, 27.
Mail and Packages, 28. Meals, 28. Religious Life, 30. Sewing
Machines, 31. Shops and Stores, 31. Telephone Calls, 32.
Valuables, 32.

ACTIVITIES AND RECREATION 33

Entertainment, 33. Music and Drama, 34. Projects, 34.
Publications and Displays, 34. Athletics Club, 35. Theatre, 36.
Other, 36.

NEW YORK CITY 37

CONSTITUTION 43

Offices of Faculty Members

Miss Elizabeth S. Gill. *Associate Dean*
Nursing Office, PH4-125. Extension 3181
Secretary: Miss Dovey

Miss Helen F. Pettit. *Professor of Nursing*
Nursing Office, PH4-136. Extension 3181

Miss Lucy Kennedy. *Associate Professor of Nursing*
MH 119. Extension 2802
Secretary: Mrs. Barnett

Miss Dorothy E. Reilly. *Associate Professor of Nursing*
MH 123. Extension 2809

Mrs. Harriet Deleuran. *Assistant Professor of Nursing*
MH 122. Extension 2806

Miss Florence Vanderbilt. *Director of Residence and Student Health*
MH 304. Extension 2803
Secretary: Mrs. Ruddiman

Mrs. Amarylius T. Otto. *Director of Recreation*
MH 118. Extension 2808

The Handbook

This handbook is intended to give you the information you need about Maxwell Hall and to serve as a guide to community facilities. Miss Vanderbilt, the Director of Residence and Student Health, and Mrs. Otto, the Director of Recreation, will be glad to explain any of the items more specifically or to supply further information about the metropolitan area. Miss Vanderbilt and the Executive Board of the Student Government Association are responsible for the organization and administration of Maxwell Hall.

► TO FIND OUT WHAT IS GOING ON

Information of special interest is posted regularly on bulletin boards.

INFORMATION	WHERE POSTED
Department of Nursing Class notices	South elevator lobby
Student government Recreational notices Lost and found Special notices	Opposite telephone booths
Personal and telephone messages	By Desk
Class notices Clinical assignments Vacation notices Health notices: x-rays, tuber- culins, etc.	North corridor
Library notices Displays	Tod Memorial Library

INFORMATION	WHERE POSTED
Class and floor notices	South elevator lobbies on each resident floor
Activities Council	Lobby and basement passenger elevator
Class meetings Special events	Outside dining room

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board, tunnel, or in any public place, must be approved by Miss Vanderbilt or Mrs. Otto.

Student Government and Professional Organizations

The Student Government Association, under the authorization and with the advice of the faculty, is responsible for planning and maintaining many programs which affect student life. Every student is automatically a member of the Association. Officers of the Association are elected by the students and consist of a president, three vice presidents, a secretary, and a treasurer. The work of the Association is carried out through the five divisions described below—the Executive Board, Honor Board, Judiciary Board, Residence Council, and Activities Council. The election procedure for the five divisions is given in Article V of the Constitution.

ASSOCIATION OFFICERS, 1965–1966

President: Martita Marx

First Vice President: Doris Miller

Second Vice President: Patricia Archbold

Third Vice President: Jean Laity

Secretary: Anne Wilson

Treasurer: Ylene Larson

DIVISIONS OF THE ASSOCIATION

EXECUTIVE BOARD

The Executive Board administers the affairs of the Association. At monthly meetings it discusses questions submitted by any group, person, or division within the Association. The members of the Executive Board are as follows:

Association officers (see above)

<i>Class presidents:</i>	Virginia Kidd (1966)
	Priscilla Lincoln (1967)
	(1968)

Class representatives: Marcia Eisenstein (1966)
 Holly Rollings, Group B (1967)
 _____, Group A (1967)
 _____(1968)
 _____(1968)

SNANYS representative: Janet Hine (1967)

CUSC representative: Susan Scully Finklestein (1966)

Affiliating Committee chairman: Joanne Swift

Vital Signs editor (non-voting member): Janet Hine

Faculty representatives: Misses Pettit and Vanderbilt; Mrs. Otto.

HONOR BOARD

The Board acts on major infractions of the Honor System which are referred to it by the Judiciary Board. The members of the Honor Board are as follows:

Association officers: Martita Marx, President
 Doris Miller, First Vice President
 Patricia Archbold, Second Vice President
 Jean Laity, Third Vice President

Class presidents: Virginia Kidd (1966)
 Priscilla Lincoln (1967)
 _____(1968)

Faculty representatives: Misses Pettit and Vanderbilt

JUDICIARY BOARD

The Judiciary Board hears all infractions of School regulations and takes appropriate action. The members of the Board are as follows:

Chairman: Patricia Archbold

Class representatives: Carolyn Sywak (1966)
 Mary Lageschulte (1966)
 Susan Carhart (1967)
 Nancy Taylor (1967)
 _____(1968)
 _____(1968)

RESIDENCE COUNCIL

The Residence Council creates and maintains living conditions conducive to the students' development and to the policies of the School.

It makes rules to accomplish this with the approval of the Executive Board. The members of the Residence Council are as follows:

Chairman: Doris Miller

Class representatives:

Lucy Warren (1966)

Judy Roemer (1967)

_____ (1968)

One representative from each corridor

Library Committee chairman: Mildred Thomas

Sewing Committee chairman: Susan Cake

One representative from the incoming affiliating students

Adviser: Miss Vanderbilt

ACTIVITIES COUNCIL

The Activities Council coordinates and is responsible for all the activities in which students take part throughout the year. The members of the Council are as follows:

Chairman: Jean Laity

Class vice presidents: Diane Nicandri Bernene (1966)

Aimée Blumenthal (1967)

_____ (1968)

Council secretary:

_____ (1968)

Association treasurer: Ylene Larson

CUSC representative: Elizabeth Grove (1967)

SNANYS representative:

_____ (1968)

Committee and Club chairmen (see below)

Adviser: Mrs. Otto

The committees of the Council are listed below:

Affiliating Committee: Joanne Swift, chairman

Athletics Club: Jean Piersol and Eila Shea, cochairmen

Used Book Store: Judy Roemer, chairman

Bulletin Board Committee: Toby Mische, chairman

Cosmopolitan Club: Barbara Hannevold, chairman

Dramatics Club: Betty Springer, chairman

Glee Club: Carol Heinlein, chairman

Library Committee: Mildred Thomas, chairman

Orchestra: Elaine Varley, chairman

Polygon Club: Carol Wells, chairman

Sewing Committee: Susan Cake, chairman
Social Committee: Doris Knappenburger, chairman
Speakers Committee: Eloise Holder, chairman
Thrift Shop: Barbara Bareford, chairman
Vital Signs: Janet Hine, editor
White Caps: Linda Lang, chairman

CLASS OFFICERS**CLASS OF 1966**

President: Virginia Kidd
Vice President:
 Diane Nicandri Bernene
Secretary: Lee Worfolk
Treasurer: Ruth Watkins
Class Adviser: Nora Maliepaard

CLASS OF 1967

President: Priscilla Lincoln
Vice President: Aimée Blumenthal
Secretary: Carol Jackson
Treasurer: Barbara Lough
Class Adviser: Winifred Meddaugh

CLASS OF 1968*

President: _____
Vice President: _____
Secretary: _____
Treasurer: _____
Class Adviser: _____

THE HONOR SYSTEM

The honor system was established by the Student Government Association, with the support of the faculty, to help maintain the standards and regulations of the School. As a student in the School, you assume the obligation of self-government. The concept of honor includes your personal life, your academic work, and your conduct in the hospital.

Basic to maintaining an honor system is the understanding that you do your academic work independently, never submitting as your work that which has been done by anyone else, or permitting your work to be used by another student. If you wish to help another student, you are welcome to do so if the help is a constructive aid in learning. Giving or receiving aid during examinations is not permitted; the entire group is responsible for preventing violations. Quoted material must be enclosed in quotation marks, with proper references to sources.

A part of your obligation in self-government is the following: you are expected to report yourself for any violation and to ask an offender to report herself. If the offender does not report herself, it is your respon-

* To be elected. Write in the names when they are announced.

sibility to report the infraction within twenty-four hours.

All violations of the regulations should be reported to the Chairman of the Judiciary Board, with the exception of violations in the clinical areas. These should be reported to the head nurse in the area.

Attendance is required at student government and class meetings. If you have a special request concerning absence from a student government meeting, you must present your request to your Class President at least twenty-four hours in advance.

► COLUMBIA UNIVERSITY STUDENT COUNCIL

The Council is composed of representatives from all divisions of the University. The number of representatives from a division is proportional to the number of students in that division. Thus, the Faculty of Medicine is entitled to two representatives and two alternate representatives. Susan Scully Finklestein '66 is the delegate from the Department of Nursing; Elizabeth Grove '67 is the alternate.

► PROFESSIONAL ORGANIZATIONS

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurse Association, under the advisership of the American Nurses Association and the National League for Nursing. You become a member of the state and national organizations through the local association, Area 8, in our School. Regular meetings are held to which you are invited, and you are urged to join and participate. Each year two delegates represent our School at the annual conventions of the state and national associations. The delegates for 1965–1966 are Georgia Thacker, Third-Year Class Representative, and Janet Hine, Second-Year Class Representative.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, bedspreads, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to Miss Vanderbilt.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. Keep food in metal containers to discourage bugs and mice.
6. If you want to hang pictures or other objects, use the wall hooks provided for this purpose. You may place extra hooks along the moulding near the ceiling or you may use masking tape and gummed tab hangers. *Scotch tape and tacks are not permitted.*
7. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
8. Fish and small turtles are the only pets permitted.
9. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the “old” rooms; one floor lamp and one table lamp, in the new rooms).

You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You should exercise care in positioning extension cords and check all electrical equipment frequently for wear. *You may not iron or cook in your room.*

HOUSEKEEPING

Each week the housekeeping department cleans your room and changes the linen. You should consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. You should clear bureau tops, floors, and beds on cleaning day. Night nurses' rooms are cleaned before 9 a.m. Evening nurses and those who are sleeping late must be out of their rooms by noon to permit more efficient cleaning. You may place a sign on your door to indicate your schedule. Your wastebasket will be emptied every day if it is placed outside your door before 7 a.m. There is equipment available in the cleaning closet for your use between cleaning days.

ROOM CHANGES

Each summer you will be assigned a different room by Miss Vanderbilt, and you will exchange your room key at the reception desk. You may get a hamper from the mezzanine for moving your personal equipment. Please return the hamper when you finish using it; since the number of hampers is limited, they should not be kept overnight or longer than four hours. You may not move furniture—especially bureau drawers—from one room to another, nor may you add extra furniture to your room without Miss Vanderbilt's permission.

► YOUR UNIFORM

Your official uniform is a long-sleeved, blue-and-white-striped cotton dress with a starched white collar, white bib and apron, and a white cap. The cap, made of fine white lawn, has a quarter-inch pleat in the back. The brim, about three inches wide, is turned back just far enough to meet the fullness at the top of the pleat. This uniform is worn by everyone. First- and second-year students wear black leather oxfords and black stockings; third-year students wear white shoes and stockings. Group A students change to white shoes and stockings with the class of which they are a part.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Your hair should be above your collar in length, and your cosmetics, including nail polish, should be inconspicuous. Wedding and engagement rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) You are required to wear a wrist watch with a sweep second hand. Your uniform must be complete when worn below

the second floor of Maxwell Hall. No part of your uniform is to be worn on the street.

SUPPLEMENTARY UNIFORMS

You wear a special short-sleeved, white uniform with bib and apron when you are having your clinical experience in the operating room or in the maternity services. The uniform may be obtained from the sewing room the week preceding your clinical assignment. You also wear this uniform in the summer, between June 15 and September 1. You may obtain your uniforms from the sewing room in June. Attach a name tape to each piece. These uniforms are sent to the laundry with your weekly supply. After September 1, unless you are assigned to maternity or the operating room, remove the name tapes and return your uniforms, *freshly laundered*, to the sewing room.

When you do field work in public health, you wear the navy uniform with a white bow. You provide your own rain attire and black leather oxfords. You are required to rent an official navy-blue public health nursing coat, a uniform, and an overseas cap for mild weather or a wool hood for cold weather. This equipment is dispensed through the public health nursing office.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewed on, in the sewing room. However, your uniforms must be laundered first. If your caps or collars need replacing, take them to the sewing room. You may obtain additional studs and collar buttons for five cents in the sewing room from 9 to 5, Monday through Friday.

► CONDUCT AND DISCIPLINE

When you become a member of the nursing profession, you assume responsibilities, both as an individual and as a member of the group. You will find that the word "nurse" means a great deal to people and, as a result, they will make certain demands of you.

The health professions have high standards which the members of the other disciplines in the Medical Center, as well as the people in the community, look to us to maintain. It is important to remember that many of our patients come from the immediate vicinity and entrust themselves to us often. Therefore, you should always conduct yourself

in a way that will be a credit to yourself and to our profession. Suitable dress is one simple yardstick to bear in mind: dress in the city is more formal than on rural campuses. You may wear slacks, dungarees, and shorts in the Snack Nook and Commons Room. They are not acceptable on the street or in the parts of Maxwell Hall where you receive guests, except when you are participating in activities for which this type of clothing is appropriate.

When you are wearing your uniform, you may not smoke in public or below the second floor of the residence; however, you may smoke in the hospital dining room, the Medical Library, and the Game Room, the south parlors, and the dining room in Maxwell Hall. Alcoholic beverages are prohibited in the residence.

► QUIET HOURS

You are asked to observe the following in regard to quiet in the Hall:

1. General quiet hours are from 9 a.m. to 4 p.m. and from 10:30 p.m. to 7 a.m.
2. Play record players, radios, television sets, and musical instruments at room volume.
3. Pianos and radios may be played until 10:30 p.m. in Sturges Auditorium, the gymnasium, the sitting rooms, and the faculty lounge; the television in the eleventh floor sitting room must be turned off after the 11 p.m. news.
4. Parties may not be held in the corridors after 10:30 p.m.

► GUESTS

You may have guests during the day or evening. Your guests are also welcome to join you for all meals, which are reasonably priced. If your friends are not staying overnight, they are expected to leave Maxwell Hall by 12:30 a.m. Each visitor must stop at the Desk; the receptionist will then notify the resident of her guest's arrival by buzzing her room three times. Your friends are welcome at many activities of the School. If you wish to take them on a tour of the hospital during the day, you should get permission from Miss Vanderbilt, from the faculty member on call, or from a member of the staff in the nursing office. You must wear your uniform on these tours.

When accommodations are available you may have an overnight guest. You should notify Miss Vanderbilt of your guest's expected

arrival twenty-four hours in advance, and before 5 p.m. on Fridays, by filling out a request slip obtainable at the Desk. If an occupied room is used for your guest, the student giving permission for the use of the room must sign the request slip. You should greet your guest when she arrives, see that she signs the guest book at the Desk, and show her to her room. If your schedule does not allow this, you must arrange for someone else to welcome your guest in your place.

Whenever overnight guests leave the dorm, they must sign out and back in on the special flag sheet which is provided for their use at the Desk. Guests are free to take 2+'s, but they should understand that after 2 a.m. the front door is open only from 10 minutes before the hour to 10 minutes after the hour.

The special guest rates for rooms and meals are as follows:

\$1.00 per night for an empty room	Breakfast	\$.75
.75 per night for an occupied room	Lunch	.90
	Dinner	1.25

► SIGNING IN AND OUT

You may leave the residence between 7 a.m. and 12 midnight, but you must always sign out at the Desk, stating your destination, and sign in when you return. Special permission to leave the residence at other times must be obtained from Miss Vanderbilt or the faculty member "on call." A slip for this permission may be obtained at the Desk. No permission is needed to attend early Mass before 7 a.m.

DAY PASSES

Day passes are used when you are leaving Maxwell Hall at or after 7 a.m. and plan to return by 10:30 p.m. the same day.

LATE PASSES

There are four kinds of late permissions (passes) which enable you to return to Maxwell Hall after 10:30 p.m. (or to entertain guests in the Hall after 10:30 p.m.). These are explained below. The number you are eligible to take depends upon the length of time you have been in the nursing program (see page 17).

12:30 a.m.: as its name implies, this pass enables you to stay out until 12:30 a.m.

2 a.m.: you may take this pass if you have no clinical assignment or class before 9 a.m. on the following day.

Floating 2 a.m.: the same as a regular 2 a.m. but without its restriction.

2 a.m. plus: you may sign in any time up to 6 a.m., irrespective of the time of clinical assignment or class the following day. This pass may not be used as an overnight. The doors of Maxwell Hall are locked at 2 a.m., and are opened every hour thereafter from ten minutes before the hour until ten minutes after the hour. If you arrive at Maxwell Hall when the doors are locked, go to the entrance of Harkness Pavilion. You can then call the Maxwell Hall Health Service nurse who will let you in. If at all possible, you should plan your time according to the times when the doors will be open.

OVERNIGHT PASS

You may sign out for an overnight if you do not have a clinical assignment or class before 9 a.m. the following day.

NUMBER OF LATE PASSES ALLOWED

The number of late passes permitted *each month* is as follows:

		<i>Floating</i>	<i>12:30 a.m.</i>	<i>2 a.m.</i>	<i>2 a.m. plus</i>
Group B, first year	first semester:	6		1	none
	second semester:	10			
Group B, second year;					
Group A, first year; and					
affiliating students			15	2	1

Restrictions on the number and kinds of late passes do not apply to third-year Group B students and second-year Group A students.

HOW TO SIGN IN AND OUT

For a Day Pass: 1. Sign your name in the appropriate column (class) on the large sign-out sheet on the Desk and fill in the data requested for the other columns. 2. When you return, enter the time in the designated column.

For a Late Pass: 1. Find your own card (color according to class) in the "IN" file box at the Desk (see the sample, page 18). 2. Fill in all

NAME: Doe, Mary Jane

CLASS: 1968 MONTH: Sept. 1965

Date	TIME OUT	DESTINATION AND TELEPHONE	EXPECTED TIME IN	TIME IN
1				
2	2 ⁰⁰ PM	Downtown (D.T.)	12 ³⁰ AM	12 ¹⁵ AM
3				
4	4 ⁰⁰ PM	Downtown (D.T.)	2 ⁰⁰ AM	1 ³⁰ AM
5				
6	5 ⁰⁰ PM	Downtown (D.T.)	2 f	1 ⁰⁵ AM
7				
8	6 ³⁰ PM	Downtown (D.T.)	2 +	4 ⁰⁵ AM
9				
10	8 ⁰⁰ PM	3 Park Avenue, Bloomfield, N.J.		
11		TEaneck 3-0214	"	
12			10 ³⁰ PM	9 ⁰⁰ PM
13				
14				
15				

information required opposite the appropriate date and place the card in the "OUT" box. 3. Sign the Flag Sheet designated *for your class* (the Flag Sheet lists all students out on late passes). 4. When you return, mark the time of arrival in the "IN" column opposite the appropriate date, and return the card to the "IN" box; then cross your name off the Flag Sheet.

For an Overnight Pass: 1. Sign your complete address, including area code and telephone number, on your individual card. 2. Write the "expected time in" on the line of the date on which you expect to return. 3. You must also sign your name on the Flag Sheet in the Overnight Book under the appropriate date and time of return.

For other absences: when you leave and return from summer vacation or after any specially arranged absence, you must sign in and out in the Absence Book at the Desk.

TO CHANGE THE TYPE OF PASS

To change a 10:30 to a 12:30, 2, 2 plus, or overnight: call Lorraine 8-5600 before 10 p.m.

To change a 12:30 to a 2, 2 plus, or overnight: call Lorraine 8-5600 before midnight.

IN EMERGENCIES

To reach "faculty on call": before 12:30 a.m., dial 579-2805. After 12:30 a.m., dial 579-2816. From outside New York City, dial 212 (area code) 579, and the appropriate extension.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill it out, and leave it there for Miss Vanderbilt.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands

of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit. Permission to marry and continue in the nursing program is contingent on the level of your accomplishment, your health, and your contribution to the program of the School.

Group A students who are married are eligible to live outside Maxwell Hall beginning with the summer term of the first year; Group B students who are married are eligible beginning with the third year. Residence must be no further than 30 minutes travel time by public transportation; a home telephone is essential. Your plans should then be presented to the chairman of the Honor Board. If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photostat copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date.

Then see Mrs. Deleuran so that a new name pin may be ordered and your other records changed.

► VACATIONS

SUMMER

All personal possessions must be packed and removed from the room before you go on summer vacation, unless otherwise indicated. To have trunks and suitcases sent to your room one week before vacation begins, you must leave your name, room number, and request for the housekeeper at the Desk. Trunks are not to be taken into the rooms; they must be packed in the hall. If you need cartons as well, you should ask the housekeeper for them.

After the vacation, trunks may be left in the halls for unpacking, but must be ready for storage within one week from the official end of vacation. Storage space is provided for suitcases, trunks, and cartons. All items to be stored must be boxed and wrapped securely. They must be identified with tags or labels which may be obtained at the Desk and which must be firmly attached. If you need extra cartons the housekeeper may have some. To send luggage, see the instructions on page 27.

You must write legibly your complete home or vacation address in the vacation book at the Desk. Your keys must be left there when you sign out.

You are expected to return to Maxwell Hall after summer vacation by 10:30 p.m. of the day before you resume your program.

CHRISTMAS AND SPRING VACATIONS

You must write legibly your complete home or vacation address in the Absence and Vacation Book at the Desk. You do not turn in your keys.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform.

No plea of ignorance of the rules and regulations will be accepted as an excuse.

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the School and limited beyond. The Medical Center parking lot offers limited parking to guests at \$1 for three hours plus 25¢ for each additional hour or part thereof. For longer periods of time there is a twelve-hour charge of \$3.25. Parking in front of Maxwell Hall must be limited to 30 minutes for students and their guests. You may obtain information about overnight parking from Miss Vanderbilt, the Director of Residence.

► BANKING YOUR MONEY

The Chemical Bank New York Trust Company, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to 4 p.m., Saturday and Sunday. Your endorsed check must be countersigned by Miss Vanderbilt at one of these times: 9 a.m., 12 noon, and at 4 p.m., Monday through Friday. Checks may be left at the Desk for this purpose. You must endorse the check again at the cashier's window. If you wish to cash a check in an amount over \$100, you must make special arrangements with Miss Vanderbilt.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

► EMPLOYMENT

Babysitting for the families of the professional staff of the Medical

Center is available to nursing students. After you have completed your first term in the School, you are eligible to apply. See Mrs. Otto, who will ask you to fill out an application form. When the faculty has approved your request, Mrs. Otto will notify you. Approval is granted on the basis of your need and standing in the School and community.

Requests for babysitters are posted on the bulletin board opposite the telephone booths. If you are interested, use the desk phone to telephone the family and sign your name in the book at the Desk. The standard rate of pay is \$1.25 per hour.

► HEALTH SERVICE

Nursing School Health Service, 3rd floor, south corridor, Maxwell Hall

Hours: open twenty-four hours a day

Telephone: 579-2816 or 2817

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: posted on the blackboard outside the Health Service door or on the health bulletin board on the north corridor of the first floor

The staff of the Health Service supervises your health and medical care. The Health Service's fifteen-bed infirmary is staffed day and night by graduate nurses. If you wish to make other arrangements for medical care, you must discuss them with Miss Vanderbilt or Dr. Neuberg.

If you become ill while in class or at work: you must first notify your instructor or the nurse in charge of your clinical area and then report to the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours and report your illness to the Health Service. *When you return from an illness or convalescence* at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day, between 9 and 10 a.m. and between 8 and 9 p.m., so that your progress may be followed.

Before you return to your classes and clinical assignment after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or the Infirmary nurse;

this is also required before you are allowed to leave the residence hall.

2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.

3. Take the permission slip to the nursing office in the area where you are assigned and sign your name immediately on the special sheet provided for this purpose.

4. If your activities are still limited, permission to leave the residence must be obtained from Dr. Neuberg or from a member of the Health Service staff.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment.

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Identification Card: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a general emergency, would facilitate your return there. The card also contains data about you which would be important if you were injured. It will be issued to you by the Personnel Department and should be carried in your wallet. If you should lose your I.D. Card, you may obtain a replacement in the Personnel Office in the basement of Babies Hospital.

► LAUNDRY

YOUR UNIFORM

The School will take care of laundering your uniforms. All articles to be laundered through the School must have name tags attached.

The laundry allowance per week is two uniforms, five bibs, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of the Director of Residence on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the desk and list on it all the items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room. If the missing articles are not there, they will be traced. If your laundry does not return when expected, you should first check all floors to make sure that it was not delivered to the wrong floor. If you still are unable to locate your laundry, you should notify Miss Vanderbilt that it is missing.

YOUR PERSONAL LAUNDRY

In Maxwell Hall: laundry rooms, with washers and dryers, in the north corridor of the 3rd, 5th, 7th, and 9th floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 15¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

In Harkness Hall: six washing and drying machines are available in the basement.

You may borrow a steam iron for a three-hour period by signing a book at the Desk. There are two ironing boards provided on each floor which may be used in the sitting rooms, kitchenettes, or laundry rooms, but *not* in the halls. Because of fire regulations, ironing is permitted only in the above-mentioned locations.

► LIBRARIES

TOD MEMORIAL LIBRARY

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open daily from 8 a.m. to 10 p.m. and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue

of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library during the day and early evening. Reserve books may be signed out after 9 p.m. and must be returned before 9 a.m. the following morning.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the School and members of the medical profession, is one of the largest of its kind in the world. You may obtain the key to this room from the Desk.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform, you may be asked to present your Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 2 to 10 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University Library system. It is located at the Morningside Heights Campus between Broadway and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill out a special information card available at the Medical Library Desk and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42nd Street. The general card catalogue is on the third floor in Room

315. The open stacks will be found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue at 161st Street, 535 West 179th Street between Audubon and Amsterdam Avenues. Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it. You then post the notice on the bulletin board. Articles left at the desk which are not claimed within two weeks are given to the Thrift Shop.

If you lose a valuable article such as a watch, report it to Miss Vanderbilt. A member of the Protective Department will ask you for information which may be of help in recovering the lost item.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage one week after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the housekeeper by leaving a written request at the Desk.

To ship luggage from Maxwell Hall: leave a notice of express shipment at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece; write the value of the contents on one of the tags so that the proper billing can be made. Luggage must be locked, tagged; and placed outside your door by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mail box opposite the telephone booths on the first floor. Mail is delivered to the boxes once a day before noon. You will find a box for outgoing mail at the Desk.

If you receive a telegram, package, registered mail, or a special delivery letter, your name will be listed at the Desk, where you sign for them. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 6 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS

MAXWELL HALL CAFETERIA

The meal tickets for the dining room, issued monthly, are put in your mail box. The tickets may not be transferred except among the resident students. If you lose your ticket, you may get another one at the Desk. Students not paying room and board may purchase meal tickets at the Desk.

Appropriate clothing must be worn; you will not be admitted to the dining room in slacks, shorts, kilts, or curlers.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book. The rates are 75¢ for breakfast, 90¢ for lunch, and \$1.25 for dinner.

The cafeteria is open Monday through Friday, at the following hours:

Breakfast: 6:30 to 9

Luncheon: 11:45 to 1:45

Dinner: 5 to 6:45

If you are on duty or at an appointment and will be delayed past closing hours, you should call extension 2800 and make arrangements to have your lunch or dinner held until as late as 2 p.m. or 7 p.m. respectively. If you will be later than this, you may obtain a ticket on PH-4 for the Hospital Cafeteria.

THE SNACK NOOK

The Snack Nook is a gay room in the basement of Maxwell Hall which is provided with tables and chairs, various food and drink machines, and a machine to change quarters and half dollars. Male guests are allowed until 12:30 a.m. Bermuda shorts and slacks are permitted. All night clothes must be completely covered by a trench coat.

COFFEE SHOP IN THE PRESBYTERIAN HOSPITAL

The coffee shop on the first floor is open to students from 7 to 10:30 p.m., but at their own expense. Students on evening and night duty may obtain from the Maxwell Hall Desk a special ticket which gives them a free meal in the coffee shop between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks, up until 10:30 p.m., in the kitchenettes located in the north and south wings of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitchenette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

In the south kitchenette there are two percolators and cups, dishes, spoons, etc. for your use. If the kitchenette is locked, you may obtain the key at the Desk.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4.00. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This dining room is used by nursing students when the Maxwell Hall dining room is closed (Saturdays, Sundays, holidays, and the summer months). Regular meal tickets are used and allow \$1 for breakfast, \$1.50 for lunch, and \$1.75 for dinner. You may have dinner either at *noon* or in the evening. The hours are as follows:

Breakfast: 6:30 to 9

Luncheon: 11 to 2

Dinner: 4 to 7:30

Students who are off duty are asked to comply with the following:

- (1) please use the cafeteria before 8:30 a.m. for breakfast (to avoid the last-minute crowds); (2) please avoid going to the cafeteria between 12:30 and 1:15 p.m.

► RELIGIOUS LIFE

PAULINE A. HARTFORD MEMORIAL CHAPEL

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Roman Catholic Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Wednesday, at 8:15 a.m. in the Blessed Sacrament Chapel on the second floor.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the University Christian Fellowship, Newman Club, Seixas-Menorah, and other religious activities on the Morningside Campus.

CHURCHES IN THE CITY

You will find a directory of church services, which is posted each Saturday, on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINES

If you wish to use the sewing machines, which are in the Commons Room, first obtain the approval of a member of the Sewing Committee. Then get a cord at the Desk, sign for it there, and deposit \$1. Return the cord when you have finished, and the deposit will be refunded. You must supply your own bobbins and replace any needles that you break. If a machine needs repairing, notify the chairman of the Sewing Committee.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Alumnae Shops: on the main floor of Presbyterian Hospital and Harkness Pavilion. The shops sell candy, cigarettes, toiletries, an excellent selection of merchandise appropriate for gifts, and provide a film service. The proceeds benefit the Endowment Fund of the Department of Nursing.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m., Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tuesday and Friday. Telephone extension: 2678. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 126, William Black Medical Research Building, and carries a full line of medical and nursing textbooks and all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste, and shampoo. Hours open: 7:30 p.m. to 9:30 p.m., Sunday through Friday, except holidays. Sponsored by the graduating class.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 11 p.m., the receptionist will buzz your room once. During the evening hours your calls are limited to five minutes, except for long distance calls, which are limited to ten minutes.

The receptionist will buzz you twice if she is trying to locate another person and three times if you have a guest in the lobby. Please buzz back so that the receptionist will know that you have received the message.

If you are on night duty, the receptionist will take messages for you until 4 p.m. After 4 p.m. the receptionist will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls are located in the basement and on the first, third, fourth, sixth, ninth, and eleventh floors of Maxwell Hall.

If you have trouble either receiving or placing a call, please note the date and time of the call in question and notify the receptionist immediately. If the problem persists, please notify Miss Vanderbilt within twenty-four hours.

► VALUABLES

You should lock your valuables in your closet or arrange with Miss Vanderbilt to keep them in the safe. You are encouraged not to keep large sums of money or other items of great value in your room. The School cannot be responsible for loss of valuables or clothing. If you should have any trouble please notify Miss Vanderbilt immediately.

Activities and Recreation

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies at which nursing students are always welcome. There are also many club meetings and other activities on the Morningside campus in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards. Activities and recreational opportunities primarily available to students in the Department of Nursing are given below.

► ENTERTAINMENT

COMMONS ROOM: This comfortable lounge and quiet-activities room on the twelfth floor provides television, stereo, card tables, sewing machines, drawing tables, books, and easels. With the permission of the Residence Council, the room may be used for activities for all students (i.e., welcome parties for affiliating students) or activities for an entire class (i.e., the Second-Year Half-Way Party). Students are responsible for cleaning the Commons Room after these activities.

DANCES: There are two big dances each year—a Christmas formal, with the members of the graduating class as hostesses, and a spring formal or semiformal, with the members of the first-year class as hostesses. In addition, the Social Committee arranges several informal record dances, open houses, and square dances during the year. The second-year class will sponsor and hostess one of these fall open house dances.

GAME ROOM: You and your guests may use the television, piano, and ping pong table in this basement room until 12:15 a.m. If you will be entertaining guests here after 10:30 p.m., you will need a late pass. Monthly bridge parties sponsored and arranged by the Polygon Club are held in the Game Room.

HOSPITALITY: If hospitality is one of your interests, you might want to join the Affiliating Committee which welcomes the affiliating students, takes them on a tour of the Medical Center, escorts them to

their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall.

► MUSIC AND DRAMA

DRAMATICS: The Dramatics Club produces one student program a year. If students are interested, more productions may be planned. Participation in theatrical events at Bard Hall is encouraged.

GLEE CLUB: The Glee Club gives several concerts each year. Look for notices inviting new members.

ORCHESTRA: This group plays at various functions during the year. Members of the orchestra must provide their own instruments.

VESPER CHOIR: This choir is composed of nursing and medical students and other interested medical personnel. They sing at the Wednesday evening Vespers services in the Pauline A. Hartford Memorial Chapel. Tryouts are held early in the fall.

► PROJECTS

USED BOOK STORE: The Used Book Store, under the supervision of Judy Roemer, provides a clearing house for students who wish to buy or sell used textbooks.

THRIFT SHOP: Members of the Thrift Shop Committee collect clothing for donation to Everybody's Thrift Shop on Second Avenue at 60th Street. Proceeds from sales go to a Department of Nursing scholarship fund.

► PUBLICATIONS AND DISPLAYS

BULLETIN BOARDS: The Bulletin Board Committee arranges artistic seasonal displays on the many bulletin boards in Maxwell Hall. Supplies for making posters advertising school functions may be obtained from the *Paint Pot* in the north corridor closet on the tenth floor. Posters for the first floor, tunnel, or any public place must first be approved by Miss Vanderbilt or Mrs. Otto.

You may order newspapers by making arrangements at the Desk. Copies of *The New York Times* are available for reading in Tod Memorial Library.

Stethoscope: the monthly publication of the Medical Center which reports news of research and the staff, and current events of the hospital.

Vital Signs: the monthly student publication which provides opinions and news of the residence, students, faculty members, and coming events. Your contributions are encouraged. Please see Janet Hine if you are interested in working on this publication.

Starch and Stripes: the School yearbook published under the sponsorship of the graduating class. The editor for this year is Margaret Fuhs.

► THE ATHLETICS CLUB

BASKETBALL: If basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

PING PONG: You will find a ping pong table in the Game Room.

SKATING: If you like to skate, you may want to try two popular areas for ice skating during the winter months: Wollman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge.

SKIING: You have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England.

SUNBATHING: The roof on the south side of Maxwell Hall is recommended for sunbathing. Beach rolls and blankets for use on the roof may be found in the closet outside the Commons Room. You are not to use other blankets and pillows belonging to the residence.

SWIMMING: You may swim in the Maxwell Hall pool at any of the following times: Monday through Thursday, 7 p.m. to 9 p.m. You may swim at other times if a lifeguard is in the group and no class is using the pool.

White Caps: If you enjoy synchronized swimming and water ballet, you may be interested in joining White Caps. This group presents at least one water show each year. Splash parties are held monthly.

TENNIS: There are several tennis courts, which belong to the Medical Center, on Riverside Drive near Maxwell Hall.

► THEATRE

The Cosmopolitan Club obtains tickets to concerts and operas in New York City, many of them at special rates for students. Each month the Club also obtains blocks of seats for current popular plays. These shows are advertised on the bulletin board across from the telephones on the first floor, and at the main Desk. You may also get discount tickets to plays, movies, and television shows from Mrs. Otto and from the Nursing Office on the fourth floor of Presbyterian Hospital.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

► OTHER

HONORARY NURSING FRATERNITY: The Alpha Zeta chapter of Sigma Theta Tau has been formed at Columbia University. This is a national honorary nursing fraternity whose members are elected on the basis of academic standing and leadership. The purpose of Sigma Theta Tau is to promote high professional standards of nursing.

SPEAKERS COMMITTEE: The Speakers Committee arranges for speakers from various fields to address the students throughout the year. If you are interested in helping to arrange programs, please see Eloise Holder.

New York City

TO EXPLORE THE CITY WITHOUT GETTING LOST:

During orientation, each student is given a Hagstrom map which includes the subway system and postal zones. You can also buy, at many newsstands, *The Complete Street Guide to New York, Manhattan and the Bronx*. Price: 60¢.

TO FIND OUT WHAT IS GOING ON IN TOWN:

See the Sunday *New York Times* or the current issue of the weekly magazine *Cue* (25¢), which will tell you what plays, concerts, operas, art exhibits, radio and television shows, movies, and sporting events are being given during the week, how much they cost, and what time they begin. *Cue* also gives a comprehensive list of restaurants with their addresses, inclusive prices, and a brief description of the kinds of food served in each.

See also the sections in the *Handbook* on "Music and Drama," "Museums and Places of Historical Interest," and "Theatre."

TO SEE THE CITY WHEN YOU FIRST ARRIVE:

Try one or all of these:

A trip on the Staten Island Ferry. This will give you a fine view of the New York skyline. Boats leave Battery Park at the bottom of Manhattan every fifteen or twenty minutes, according to the time of day. The round trip takes about an hour. Cost: 5¢ each way.

A visit at sunset on a clear day to either the Rainbow Room on the 65th floor of the RCA Building, 30 Rockefeller Plaza, or the lounge on the top floor of the Beekman Tower Hotel, First Avenue at 49th Street. As night falls, all the millions of lights come on—an unforgettable sight.

A trip around Manhattan on one of the Circle Line boats (from April through October only). The trip takes about three hours. Cost: \$2.75. See *Cue* magazine or the yellow pages of the telephone book under *Sightseeing* for details.

UNITED NATIONS

Sessions of the General Assembly (for three months in the fall) and of the various councils, conferences, and committees (throughout the year) are usually open to the public. As a rule, meetings start at 10:30 a.m. and 3 p.m., Monday through Friday. Free tickets for these open meetings are available at UN Headquarters at First Avenue and 45th Street on a first-come, first-served basis. Tickets become available at meeting time and are given out (even after the meeting is in session) as long as they last. *The New York Times* gives information and hours, or you may call UN Information, PLaza 4-1234, on the preceding day.

Headphones are provided at every seat so that you can hear the proceedings translated simultaneously into French, English, Russian, Spanish, and Chinese.

One-hour tours of the Headquarters leave the lobby of the General Assembly Building about every ten minutes, seven days a week. The building is open to visitors from 9 a.m. to 6 p.m., with tours from 9 a.m. to 4:45 p.m. One-hour films on various topics of interest are shown seven days a week from 10 a.m. to 4 p.m. Cost to students: 50¢.

HOW TO FIND WHERE YOU WANT TO GO

Streets run east-west. Avenues run north-south. The higher street numbers are north. Warning: Avenue of the Americas parallels Fifth and Seventh Avenues and runs between them. However, New Yorkers have firmly resisted calling it anything but its old name of Sixth Avenue. Accordingly, you will *see* the former but will *hear* only the latter.

Fifth Avenue is the dividing line; building numbers start there and get higher as you move west (toward the Hudson River) and east (toward the East River). Most of these streets are one-way; you usually drive west on odd-numbered streets and east on even.

Locating the street nearest an avenue address in New York is one of the problems confronting both visitor and native. The following rule will usually work with fair accuracy to within a block or two:

Drop last figure of address, divide by two, then add key number listed below. *Example:* Where is 621 Seventh Avenue? Drop last digit; divide 62 by 2, giving 31; add 12. Result is 43d Street. The key numbers are as follows:

Avenue A: add 4.

Avenue B: add 3.

Avenue C: add 3.

Avenue D: add 3.

First Avenue: add 3.

Second Avenue: add 3.

Third Avenue: add 10.
 Fourth Avenue: add 8.
 Fifth Avenue: to No. 200, add 13; to No. 400, add 16; to No. 600, add 18; to No. 775, add 20; to No. 1286, drop last figure and subtract 18.
 Sixth Avenue: subtract 13.
 Seventh Avenue: to No. 1800, add 12; above No. 1800, add 20.
 Eighth Avenue: add 9.
 Ninth Avenue: add 13.
 Tenth Avenue: add 13.
 Eleventh Avenue: add 15.
 Amsterdam Avenue: add 59.
 Audubon Avenue: add 165.
 Broadway above 14th Street: subtract 30.

Central Park West: divide number of building by 10 and add 60.
 Columbus Avenue: add 59.
 Convent Avenue: add 127.
 Edgecombe Avenue: add 134.
 Ft. Washington Avenue: add 158.
 Lenox Avenue: add 110.
 Lexington Avenue: add 22.
 Madison Avenue: add 27.
 Manhattan Avenue: add 100.
 Park Avenue: add 34.
 Pleasant Avenue: add 101.
 Riverside Drive: divide number of building by 10 and add 72.
 St. Nicholas Avenue: add 110.
 Wadsworth Avenue: add 173.
 West End Avenue: add 59.

BUSES

There are four Fifth Avenue buses serving the Medical Center area: Numbers 2, 3, 4, and 5. Going uptown, Numbers 2, 3, and 5 stop at Broadway and 168th Street, a long block from Maxwell Hall. The Number 4 bus stops at Ft. Washington Avenue and 168th Street, just above Maxwell Hall. Going downtown, the nearest bus stops for the Medical Center are at 165th Street and Broadway, for the Number 2; at 166th Street and Broadway for the Number 3; at 168th Street and Broadway in front of the hospital, for the Number 5; and in front of the Neurological Institute, for the Number 4. All these buses go down Fifth Avenue at some point below 110th Street. The Number 5 bus travels downtown on Riverside Drive to 72d Street, where it turns east to Broadway; it travels down Broadway to 57th Street, turns east to Fifth Avenue, and goes down Fifth Avenue to Washington Square. Coming uptown it reverses this route.

SUBWAYS

INDEPENDENT (IND): the quickest subway serving the Medical Center. Listed below are the trains most frequently used and some important stops:

Eighth Avenue train A

168th Street: Medical Center
59th Street: Columbus Circle, Coliseum (change here for D train)
42nd Street: Port Authority Bus Terminal
34th Street: Pennsylvania Railroad Station
West 4th Street: Greenwich Village

Sixth Avenue train D (board train at 59th Street)

50th Street: Rockefeller Center
42nd Street: Times Square
34th Street: Macy's and Gimbel's (department stores)

INTERBOROUGH RAPID TRANSIT (IRT): only local stops from Medical Center to 96th Street.

168th Street: Medical Center
116th Street: Columbia University
96th Street: change here for express train
59th Street: Columbus Circle (local stop); Coliseum
42nd Street: Times Square (express stop); change here for shuttle to Grand Central Station (see below)
34th Street: Pennsylvania Station (express stop)

SHUTTLE TO GRAND CENTRAL STATION: follow the red lights from the Times Square stop to the shuttle platform. The shuttle train leaves frequently and takes about two minutes.

MUSEUMS AND PLACES OF HISTORICAL INTEREST

Of particular interest are the museums listed below. All of them hold special exhibitions, which are announced in the Sunday *New York Times* and in the current issue of *The New Yorker* and *Cue* magazines.

The Cloisters (Ft. Tryon Park in Washington Heights): medieval art and architecture. Tuesday through Saturday 10-5; Sundays and holidays 1-5 (May through September 1-6); closed Mondays. Concerts of medieval music, Sundays and Tuesdays 3:30; public tours, Wednesdays 3. Free.

Dyckman House (204th Street and Broadway): only eighteenth-century farmhouse on Manhattan Island. Garden and house have been restored to original condition. Built in 1783 and owned by Dyckman family for nearly a century. Now owned and maintained by the Department of Parks. Daily except Monday 10-5. Free. Children under 16 not admitted unless accompanied by adults.

The Frick Collection (Fifth Avenue at 70th Street): fourteenth- to nineteenth-century art. Lectures and chamber music concerts. Tuesday through Saturday 10-6; Sundays and holidays 1-6. Closed Mondays and major holidays. Special summer hours, June, July, and August: open Thursday through Saturday 10-6; Wednesdays and Sundays 1-6. Closed Mondays and Tuesdays in June, July, and August. Free.

The Gallery of Modern Art Including the Huntington Hartford Collection (2 Columbus Circle): representational art of the nineteenth and twentieth centuries. Organ concerts every other Friday 5:30; films shown Tuesday through Saturday 1:30 and 3. Tuesday through Saturday 11-7; Sundays 12-6; closed Mondays. Adults, \$1; children, 25¢. Arrangements for group tours (conducted in the morning) must be made in advance with Miss Hect, LT 1-2311.

The Solomon R. Guggenheim Museum (1071 Fifth Avenue): nineteenth- and twentieth-century art. New building designed by Frank Lloyd Wright. Tuesday, Wednesday, Friday, and Saturday 10-6; Thursday 10-9; Sundays and holidays 12-6. Closed Mondays, Christmas Day, and July 4. 50¢. Frequent lecture series. Special student rates for groups of ten or more, Tuesday through Saturday noon, 25¢.

The Hispanic Society of America (Broadway between 155th and 156th Streets): museum and library. Spanish and Portuguese art of all periods, including a notable collection of paintings by El Greco, Velázquez, and Goya. Tuesday through Saturday 10-4:30; Sundays 2-5. Closed Mondays, July 4, Thanksgiving Day, Christmas Day, and New Year's Day. Reference library open Tuesday through Saturday 1-4:30, except during the month of August, December 24-January 1, and on February 12 and 22, Good Friday, May 30, and October 12. Free.

The Jacques Marchais Center of Tibetan Art (340 Lighthouse Avenue, Staten Island): built in the form of a Tibetan temple. Private library. Open 2-5 Tuesday through Saturday and the second and fourth Sunday of each month. 50¢. Closed Mondays and November 1 through March 31. For tour information telephone ELgin 1-3280.

Jumel Mansion (Edgecombe Avenue and West 160th Street): Georgian house built by Roger Morris in 1765 in the style of the brothers Adam. George Washington's headquarters in 1776. Purchased in 1810 by Stephen Jumel, a French merchant whose widow married Aaron Burr. Daily except Monday 11-5. Free.

The Metropolitan Museum of Art (Fifth Avenue at 82nd Street): one of the world's finest collections, covering five thousand years of art, including painting, prints and drawings, the decorative arts, sculpture, arms and armor, costumes, and musical instruments. Reference library and photograph and slide collection. Art and book shop. Lectures, concerts, and gallery tours. Monday through Saturday 10-5; Sundays and holidays 1-5. Free.

The Museum of Modern Art (11 West 53rd Street): contemporary art: painting, sculpture, drawings, prints, photography, architecture, and industrial design. Daily showings of important motion pictures. Monday through Saturday 11-6; Thursday 11-9; Sunday 12-6. \$1. Groups of ten to thirty students may visit for 50¢ each. Art students may buy an unlimited pass for \$5 a year.

The Museum of Primitive Art (15 West 54th Street): world-wide collection of primitive sculpture, metal working, textiles, and pottery. Tuesday through Saturday 12-5; Sunday 1-5; gallery talks, Friday 3. Adults, 50¢; students, 25¢; special group rates. Tours may be arranged.

The Pierpont Morgan Library (29-33 East 36th Street): rare books, manuscripts, drawings, and special exhibits. Monday through Saturday 9:30-5. Closed Sundays, holidays, Saturdays during June and July, and the month of August. Reading room available by special permission obtained in advance, for graduate students only, 9:30-4:45, Monday through Saturday, September through June; Monday through Friday, in July and August.

The Riverside Museum (Riverside Drive at 103rd Street): contemporary paintings, permanent collection of Tibetan art. Forums, lectures, concerts. Open Tuesday through Sunday 1-5. Closed Mondays, holidays, and July through August. Free. Class instruction in all branches of the fine arts; a catalog is available upon request.

The Whitney Museum of American Art (22 West 54th Street): twentieth-century American art. Special exhibitions of both historical and contemporary works. Open seven days a week 1-5. Closed major holidays. Free.

New Yorkers enjoy the pleasant experience of "gallery-hopping." In midtown Manhattan, between Lexington and Fifth Avenues in the 50's, 60's, and 70's, are the art dealers' galleries, where exhibitions of art of all periods change continuously throughout the year.

Constitution

Preamble

WE, THE STUDENTS of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The Association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purpose in relation to student living and social and other co-curricular activities. The Honor System is recognized as being vital to stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

ARTICLE I. Name

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Hereafter it shall be referred to as the Association.

ARTICLE II. Membership

All students of the School shall be active members of the Association.

ARTICLE III. Officers

The officers, who will be elected by the student body, shall consist of a President, three Vice Presidents, a Secretary, and a Treasurer.

ARTICLE IV. Advisers

All faculty representatives shall act in an advisory capacity.

ARTICLE V. Organization

Section 1. There shall be an Executive Board consisting of the following members:

The President of the Association
The three Vice Presidents of the Association
The Secretary of the Association
The Treasurer of the Association
The President of the Third-Year Class
One representative of the Third-Year Class
The President of the Second-Year Class
One representative of the Second-Year Class, Group A
One representative of the Second-Year Class, Group B
The President of the First-Year Class
Two representatives of the First-Year Class
The representative of the Second-Year Class to Area 8 of the Student Nurses' Association of New York State
The representative of the Third-Year Class to the Columbia University Student Council
The chairman of the Affiliating Committee
The editor of *Vital Signs* (nonvoting member)
A member from the faculty
The Director of Residence and Health
The Director of Recreation

Section 2. There shall be an Honor Board consisting of the following members:

The President of the Association
The three Vice Presidents of the Association
The President of the Third-Year Class
The President of the Second-Year Class
The President of the First-Year Class
A member from the faculty
The Director of Residence and Health or other faculty members as deemed necessary by the Honor Board

Section 3. There shall be a Judiciary Board consisting of the following members:

The Second Vice President of the Association

Two representatives of the Third-Year Class
Two representatives of the Second-Year Class
Two representatives of the First-Year Class

Section 4. There shall be a Residence Council consisting of the following members:

The First Vice President of the Association
One elected representative from each class
One representative from each corridor
The Chairman of the Sewing Committee
The Chairman of the Library Committee
The Director of Residence and Health
One representative of the incoming Affiliating Students

Section 5. There shall be an Activities Council consisting of the following members:

The Third Vice President of the Association
The committee and club chairmen
The Vice President of each class
The Secretary of the Activities Council
The Treasurer of the Association
The Second-Year Class representative to the Columbia University Student Council
The First-Year Class representative to Area 8 of the Student Nurses' Association of New York State
The Director of Recreation

ARTICLE VI. Meetings

Section 1. An annual meeting of the Association shall be held in the spring for the installation of the officers for the ensuing year.

Section 2. The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of the Board.

Section 3. The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

Section 4. The Judiciary Board shall meet at least once a month and whenever deemed necessary by the Chairman.

Section 5. The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

Section 6. The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the chairman.

ARTICLE VII. Class Organizations

Section 1. There shall be three class organizations: First-Year, Second-Year, and Third-Year.

Section 2. The First-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, two representatives to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, one representative to Area 8 of the Student Nurses' Association of New York State, the Secretary to the Activities Council, two representatives to the Association Nominating Committee, three representatives to the Class Nominating Committee, and the chairman of the Affiliating Committee.

Section 3. The Second-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, one representative to the Executive Board from Group A, one representative to the Executive Board from Group B, two representatives to the Judiciary Board, one representative to the Residence Council, the Chairman of the Social Committee, one representative to Area 8 of the Student Nurses' Association of New York State, two representatives to the Association Nominating Committee, three representatives to the Class Nominating Committee, and one alternate delegate to the Columbia University Student Council who shall be strongly advised to run for the office again in the third year and who shall make it known by the second semester of her second year should she not be interested in running for re-election.

Section 4. The Third-Year Class shall elect a President, a Vice President, a Secretary, a Treasurer, one representative to the Executive Board, two representatives to the Judiciary Board, one representative to the Residence Council, one representative to Area 8 of the Student Nurses' Association of New York State, and one delegate to the Columbia University Student Council.

Section 5. A class adviser shall be appointed by the Executive Committee of the Faculty.

Section 6. Each class shall have a cabinet consisting of the officers and the adviser.

ARTICLE VIII. Amendment

The Constitution may be amended at a meeting of the Association,

provided that a quorum is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large who desires a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After the amendment has been read, a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE IX. Procedure of Meetings

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

By-Laws

ARTICLE I. Duties of Membership

Section 1. To participate in the activities of this Association.

Section 2. To attend all Association meetings.

ARTICLE II. Duties of Officers

A. Association Officers

Section 1. The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside at meetings of the Association and the Executive Board; be chairman of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees, including the Handbook Revision Committee. She may invite others to attend meetings of the Board at her discretion, when their attendance is pertinent. She will be an ex officio member of all divisions of the Association and shall represent the Association upon request to do so.

Section 2. The First Vice President of the Association shall assume the duties of the President in the absence of the latter. She shall be chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board.

She shall also be a member of the Honor Board. She shall be chairman of the Student Committee on First-Year Orientation to the Association, and shall represent that class until officers are elected.

Section 3. The Second Vice President of the Association shall assume the duties of the President in the absence of the President and the First Vice President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

Section 4. The Third Vice President of the Association shall assume the duties of the President in the absence of the President and of the First and Second Vice Presidents. She shall also be a member of the Executive Board and the Honor Board. She shall be chairman of the Activities Council and shall call and preside over those meetings.

Section 5. The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association. She shall also act as cochairman of the Dedication Ceremony Committee.

Section 6. The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year. She shall also act as cochairman of the Dedication Ceremony Committee, and be a member of the Activities Council.

NOTE: The Third-Year Class representative to the Executive Board shall act as chairman of the Nominations Committee for the Association elections. The Second-Year Class representative to the Executive Board shall act as Chairman of the Handbook Revision Committee.

B. Class Officers

Section 1. It shall be the duty of the Class President to call meetings at any time. She shall preside at meetings of the Class and of the Cabinet. She shall be a member of the Association, the Honor, and the Executive Boards. It shall be her duty to appoint special committees, and she may invite others to attend meetings at her discretion, when their attendance is pertinent. She shall be an ex officio member of all

committees except the Nominating Committee and shall represent the Class upon request to do so.

Section 2. The Class Vice President shall assume the duties of the President in her absence. She shall be a member of the Cabinet, in charge of the Class social functions, and a member of the Social Committee of the Activities Council.

Section 3. The Class Secretary shall record proceedings of all meetings. She shall be a member of the Cabinet and shall also record its proceedings. She shall be responsible for proper notification of meetings of the Class and for all permanent records.

Section 4. The Class Treasurer shall have charge of the funds and shall keep an accurate record of them. She shall be a member of the Class Cabinet. She shall expend the funds with the approval of the President. She shall give a report at regular meetings.

Section 5. The Class Adviser shall be an honorary Class Member and share with the Class the responsibility for all its activities.

Section 6. The Cabinet shall administer the affairs of the Class. It shall discuss any questions referred to it for consideration by any group or any individual and shall act on these matters, or submit proposals for action to the appropriate committees.

ARTICLE III. Divisions of the Association

Section 1. The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. It shall act as the publishing board of *Vital Signs*, with duties as stated in the *Vital Signs* policy. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Director of Residence and Health. The elected officers of the Association shall have the power to act in emergency situations between sessions.

Section 2. The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offenses of the Honor System referred to it by the Judiciary Board.

Section 3. The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

Section 4. The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. The Council shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Corridor representatives shall be elected by residents of the corridor by the first Tuesday in October.

Section 5. The Activities Council shall establish an efficient co-curricular program and coordinate school activities. There shall be a Secretary elected in October from the First-Year Class.

- a. All standing committees and clubs of the Council shall be directly responsible to the Council.
- b. The following are the standing committees and clubs of the Activities Council, the duties and responsibilities of which are explained in this *Handbook*:

Athletics Club	Polygon Club
Used Book Store	Sewing Committee
Bulletin Board Committee	Social Committee
Cosmopolitan Club	Speakers Committee
Dramatics Club	Thrift Shop
Glee Club	<i>Vital Signs</i>
Library Committee	White Caps
Orchestra	

Section 6. Divisions of the Association and Classes shall submit to the Secretary of the Association, semiannually in January and May, a written activities report and shall report at the meetings of the Membership, Executive Board, or Cabinet to which they are responsible.

ARTICLE IV. Meetings

Section 1. The Association shall hold scheduled meetings the third week of September, the second week of January, and the first week of November, March, and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

Section 2. Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

Section 3. Meetings of the divisions of the Association and of com-

mittees and clubs shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

Section 4. A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

Section 5. The order of business shall be as follows:

- a. Call to order.
- b. Report of the Secretary.
- c. Report of the Treasurer.
- d. Reports of the Classes.
- e. Reports of the Councils and Boards.
- f. Reports of the Standing Committees.
- g. Reports of the Special Committees.
- h. Report of the President.
- i. Old business.
- j. New business.
- k. Adjournment.

ARTICLE V. Nominations, Elections, and Recall

Section 1. Nominations

- a. The elected Nominating Committee of the Association and the Third-Year Class representative to the Executive Board shall meet in Midwinter to receive nominations and to prepare a slate of candidates for the annual elections. If any member of the Nominating Committee is nominated for office, she will be replaced on the committee by a member appointed by the Class President.
- b. At a Second-Year Class meeting, the President shall accept recommendations from the floor for the offices of President, First Vice President, Second Vice President, and Third Vice President of the Association.
- c. At a First-Year Class meeting, the President shall accept recommendations from the floor for the offices of Secretary and Treasurer of the Association.
- d. The Class President shall submit names and qualifications of the candidates to the Nominating Committee. Any individual wishing to run may submit her own qualifications directly to the Nominating Committee. This committee shall select two or three candidates and two alternates for each office with due consideration to the submitted recommendations; however, the Nomi-

nating Committee shall not be confined to those recommended by the classes.

- e. A C+ average shall be the minimum grade requirement for all elected officers. A student considering a major office should consult her faculty advisor and the Nominating Committee as to her abilities to accept the responsibility of that office.
- f. No member of the Association shall be eligible for election to more than one office concurrently.
- g. The Nominating Committee shall consider the academic and health status of the nominees and shall present a slate of three candidates and two alternates at a meeting of the Association. Nominations shall then be accepted from the floor. The nominees must have agreed to run and must have maintained the required grade average and health status.

Section 2. Elections

- a. The annual elections of the Association shall be held by the first week in March.
- b. The Officers of the Association shall be elected by ballot. The candidate receiving a plurality of votes cast is to be elected. The new officers shall sit in at the April meeting of the Executive Board, shall be installed at the beginning of the May meeting of the Association, and shall take office immediately.
- c. Three tellers appointed by the President of the Association shall be responsible for the mechanics of the election.
- d. Qualifications
 - 1. The President and the First, Second, and Third Vice Presidents shall be elected from Groups A and B of the incoming Third-Year Class.
 - 2. The Secretary and Treasurer shall be elected from the incoming Second-Year Class.
- e. The Adviser and any other faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
- f. Chairmen of standing committees and clubs shall be elected by their respective committees.
- g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by the Board.
- h. Class Elections
 - 1. The officers of the First-Year Class shall be elected by the second week in October. The First Vice President of the

Association shall accept nominations from the floor at a class meeting. Group A students are not eligible for election at this time.

2. The officers of the Second- and Third-Year Classes shall be elected by the first week in April and shall take office at the time of the May meeting of the Association. Group A students are eligible for Third-Year elections.
 - (a) Nominations shall be accepted from the floor at a class meeting and shall then be submitted to the Class Nominating Committee.
 - (b) The Class Nominating Committee shall work in the same manner as the Nominating Committee for the Association elections. (See Article V, Section 1, *d*, *e*, and *g*.)
3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
5. A class representative to the Executive Board is elected by her class to represent its opinions and feelings on various issues concerning the entire student body or her class.
6. Each Second-Year Class shall elect an honorary member who is known for his or her interest in nursing.
7. If any office is vacated it shall be filled by appointment of the Class Council unless otherwise determined by the Council.

Section 3. Recall

- a. An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members of the student body and confirmed by a two-thirds vote of the students.
- b. Recall of class officers may be accomplished in the same manner.

ARTICLE VI. Amendment

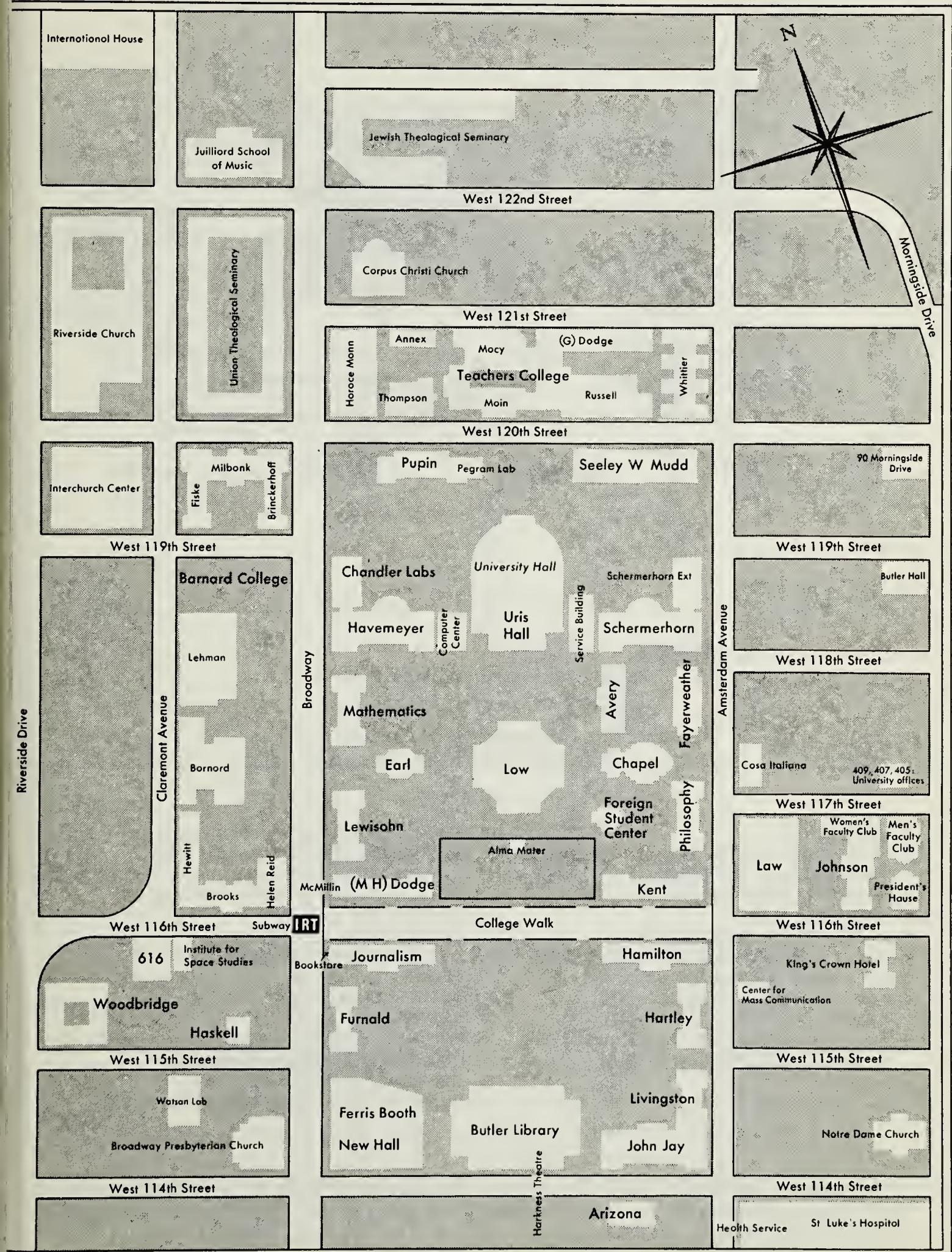
These By-Laws may be amended at a meeting of the Association, provided that a quorum is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large desiring a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the pro-

posed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

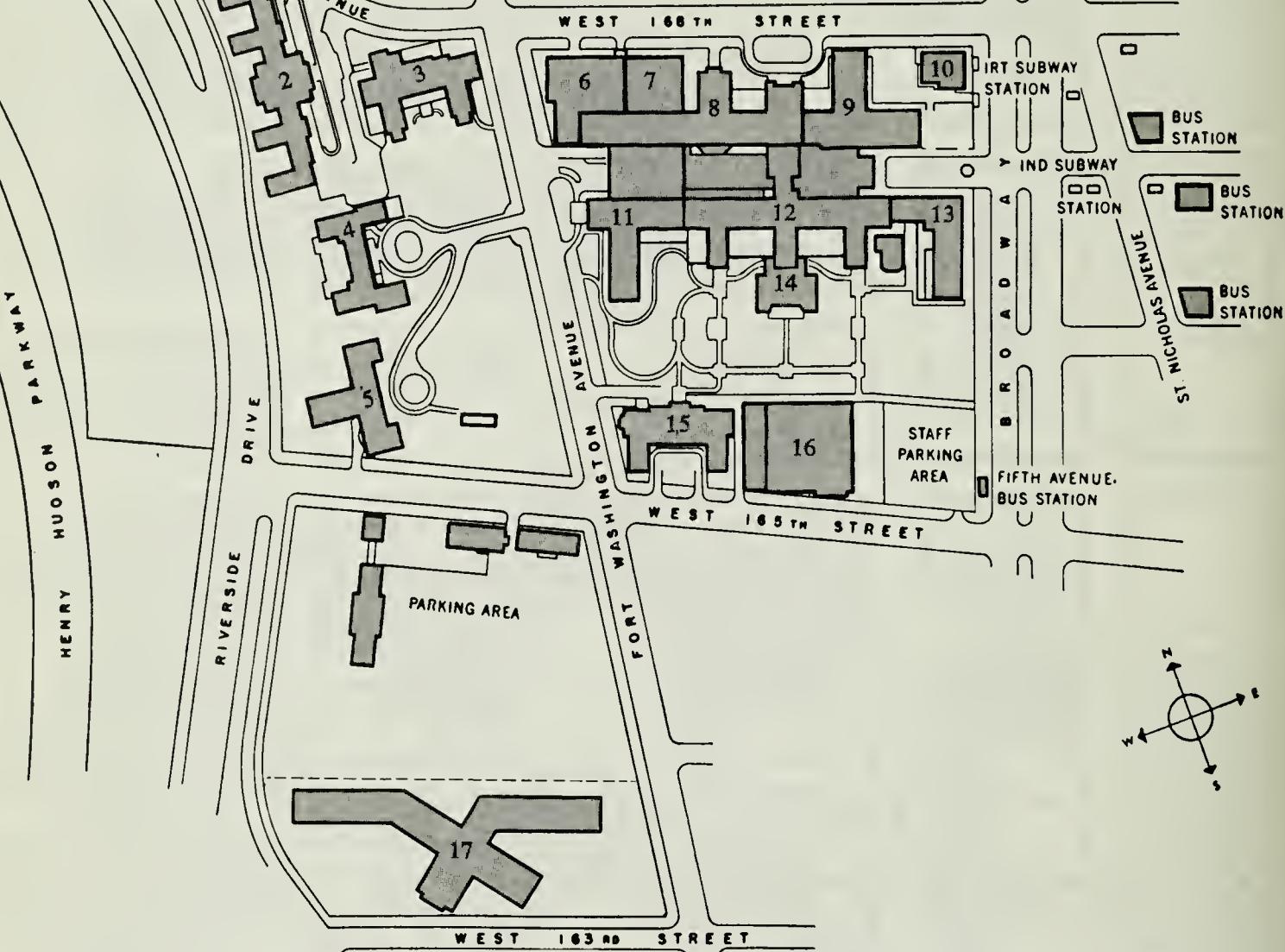
ARTICLE VII. Parliamentary Authority

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all Association meetings within the framework of the Association except when in conflict with these By-Laws.

The Morningside Campus & Environs



**THE
COLUMBIA-PRESBYTERIAN
MEDICAL CENTER
NEW YORK CITY**



1. BARD HALL
2. N.Y. STATE PSYCHIATRIC INSTITUTE
PSYCHOANALYTIC CLINIC
3. NEUROLOGICAL INSTITUTE
4. MAXWELL HALL
5. HARKNESS MEMORIAL HALL
6. WILLIAM BLACK RESEARCH BUILDING
7. ALUMNI AUDITORIUM
8. COLLEGE OF PHYSICIANS AND
SURGEONS
9. VANDERBILT CLINIC
SCHOOL OF DENTAL AND ORAL
SURGERY
10. N.Y. CITY DEPARTMENT OF HEALTH
SCHOOL OF PUBLIC HEALTH AND
ADMINISTRATIVE MEDICINE
INSTITUTE OF NUTRITION SCIENCES
11. HARKNESS PAVILION
12. PRESBYTERIAN HOSPITAL
N.Y. ORTHOPAEDIC HOSPITAL
SLOANE HOSPITAL
SQUIER UROLOGICAL CLINIC
13. BABIES HOSPITAL
14. PAULINE A. HARTFORD MEMORIAL CHAPEL
15. INSTITUTE OF OPHTHALMOLOGY
16. CENTRAL SERVICE BUILDING
17. FRANCIS DELAFIELD HOSPITAL, N.Y.C.

To Reach the Medical Center: By subway, the Washington Heights Express of the IND Eighth Avenue or the Van Cortland Park train of the IRT Seventh Avenue. By bus, Fifth Avenue Bus #4 or #5. By car, the Westside Highway exit at the George Washington Bridge. Parking facilities are available at West 164th Street and Fort Washington Avenue.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creeds.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL '26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD '02



To Columbia Students

THIS HANDBOOK IS FOR YOUR USE AS A SOURCE OF CONTINUING REFERENCE. PLEASE SAVE IT CAREFULLY, SINCE THE DEMAND FOR REPLACEMENT COPIES CAUSES EXPENDITURES WHICH SHOULD MORE DIRECTLY SERVE YOUR EDUCATION.

1966-1967
MISSING



Columbia University • Faculty of Medicine
Nursing Students' Handbook

1967-1968

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York, N.Y. 10032

TELEPHONE: From 7 a.m. to 12:30 a.m.
(Area code 212) 579-1931

From 12:30 a.m. to 7 a.m.
(Area code 212) 579-2816 or 579-2817

Emergencies

In any emergency, notify the faculty member "on call" through the Maxwell Hall desk or, after midnight, through the Health Service.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Seniors and

third-year students:

Juniors:

Sturges

First floor, north corridor

Nursing Students' Handbook

1967-1968

Contents

OFFICES OF FACULTY MEMBERS	3														
THE HANDBOOK	4														
TO THE STUDENT BODY	6														
STUDENT GOVERNMENT AND PROFESSIONAL ORGANIZATIONS	7														
University Student Council, 10.	Professional Organizations, 11.														
GENERAL POLICIES	12														
Your Room, 12.	Your Uniform, 13.	General Appearance and Conduct, 14.	Quiet Hours, 15.	Guests, 15.	Signing In and Out: Residents, 17.	Signing In and Out: Nonresident Students, 19.	Change of Home Address, 19.	Marriage, 19.	Vacations, 20.	Visiting Patients in the Medical Center, 21.					
SERVICES AND FACILITIES	22														
Automobiles, 22.	Banking Your Money, 22.	Employment, 23.	Health Service, 23.	Identification, 24.	Laundry, 25.	Libraries, 26.	Lost and Found, 27.	Luggage, 27.	Mail and Packages, 28.	Meals, 28.	Religious Life, 30.	Sewing Machines, 31.	Shops and Stores, 31.	Telephone Calls, 31.	Valuables, 32.
ACTIVITIES AND RECREATION	33														
Entertainment, 33.	Music, 33.	Publications and Displays, 34.	Athletics Club, 34.	Theatre, 35.	Thrift Shop, 35.										
CONSTITUTION	36														

Offices of Faculty Members

Miss Elizabeth S. Gill. *Associate Dean*
Nursing Office, PH4-125. Extension 3181
Secretary: Miss Dovey

Miss Helen F. Pettit. *Professor of Nursing*
Nursing Office, PH4-136. Extension 3181

Miss Lucy Kennedy. *Associate Professor of Nursing*
MH 119. Extension 2802
Secretary: Miss Glavas

Miss Dorothy E. Reilly. *Associate Professor of Nursing*
MH 123. Extension 2809

Mrs. Harriet Deleuran. *Assistant Professor of Nursing; Director of Recruitment and Financial Aid*
MH 260. Extension 2806

Miss Florence Vanderbilt. *Director of Residence and Student Health*
MH 304. Extension 2803
Secretary: Mrs. Ruddiman

Miss Amarylius Ticnor. *Director of Recreation*
MH 118. Extension 2808

The Handbook

This handbook is intended to give you the information you need about Maxwell Hall and to serve as a guide to community facilities. Miss Vanderbilt, the Director of Residence and Student Health, and Miss Ticnor, the Director of Recreation, will be glad to explain any of the items more specifically or to supply information about the metropolitan area. Miss Vanderbilt and the Executive Board of the Student Government Association are responsible for the organization and administration of Maxwell Hall.

► TO FIND OUT WHAT IS GOING ON

Information of special interest is posted regularly on bulletin boards.

INFORMATION	WHERE POSTED
Department of Nursing Class notices	South elevator lobby
Student government Recreational notices Lost and found Special notices	Opposite telephone booths
Personal and telephone messages	By Desk
Class notices Clinical assignments Vacation notices Health notices: x-rays, tuber- culins, etc.	North corridor
Library notices Displays	Tod Memorial Library

Class and floor notices	South and north elevator lobbies on each resident floor
Activities Council	Lobby and South basement by passenger elevator
Class meetings	Outside dining room
Special events	

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board or in any public place must be approved by Miss Vanderbilt or Miss Ticnor.

To the Student Body

We are privileged to have Maxwell Hall. During your education here, the atmosphere at Maxwell Hall will make a significant contribution to your personal and professional growth.

The function of any social structure is to maintain the equilibrium of a society. Rules and regulations are established to make purposeful and responsible coexistence possible for the greatest number of people. This is the goal toward which we are striving.

Our purpose is not to impinge on personal freedoms but rather to allow the individual to live within her own code without jeopardizing the rights of others.

To fulfill this purpose, we have chosen to live within an honor system. *Honor* we define as an individual's conscientious evaluation of her respect for herself and others, in relation to order in the society in which she has chosen to live. Honor for the sake of honor alone is without reason. But honor for the sake of social accord, harmony, and order has purpose.

It is your respect for yourself and others in relation to your environment that helps maintain harmony and order and gives purpose to the honor system.

THE STUDENT GOVERNMENT ASSOCIATION

Student Government and Professional Organizations

The Student Government Association, under the authorization and with the advice of the faculty, is responsible for planning and maintaining many programs which affect student life. Every student is automatically a member of the Association. Officers of the Association are elected by the students and consist of a president, three vice presidents, a secretary, and a treasurer. The work of the Association is carried out through the five divisions described below—the Executive Board, Honor Board, Judiciary Board, Residence Council, and Activities Council. The election procedure for the five divisions is given in Article V of the Constitution.

ASSOCIATION OFFICERS, 1967-1968

President: Sue Green

First Vice President: Jean Robbie

Second Vice President: Maida Archer

Third Vice President: Linda Johnston

Secretary: * _____

Treasurer: * _____

DIVISIONS OF THE ASSOCIATION

EXECUTIVE BOARD

The Executive Board administers the affairs of the Association. At monthly meetings it discusses questions submitted by any group, person, or division within the Association. The members of the Executive Board are as follows:

Association officers (see above)

Class presidents: _____ Mary Ann Dattola (1968)
_____ (1969)*

* To be elected from students entering in September 1967. Write in the names when announced.

Class representatives: Laura de Weese, Group A (1968)
 Peggy Young, Group B (1968)

 (1969)*

 (1969)*

SNANYS representative: Karen Erickson (1968)

CUSC representative: Susan Garrett (1968)

Faculty representatives: Misses Pettit, Vanderbilt, and Ticnor.

HONOR BOARD

The Board acts on major infractions of the honor system which are referred to it by the Judiciary Board or faculty; it also acts as a court of appeals according to the individual's need. Its main purpose is to promote honor and the honor system. The members of the Honor Board are as follows:

Association officers: Sue Green, President
 Jean Robbie, First Vice President
 Maida Archer, Second Vice President
 Linda Johnston, Third Vice President

Class presidents: Mary Ann Dattola (1968)

 (1969)*

Faculty representatives: Misses Pettit and Vanderbilt

JUDICIARY BOARD

The Judiciary Board hears all infractions of Department of Nursing regulations and takes appropriate action. The members of the Board are as follows:

Chairman: Maida Archer

Class representatives: Betsy Cook, Group A (1968)
 Francis Corbin, Group B (1968)
 Tina Towner, at large (1968)

 (1969)*

 (1969)*

RESIDENCE COUNCIL

The Residence Council creates and maintains living conditions conducive to the students' development and in accordance with the policies

* To be elected from students entering in September 1967. Write in the names when announced.

of the Department of Nursing. It makes rules to accomplish these objectives with the approval of the Executive Board. The members of the Residence Council are as follows:

Chairman: Jean Robbie

<i>Class representatives:</i>	Charlotte Abbey (1968)
	(1969)*

One representative from each corridor

One representative from the Library Committee

One representative from the Sewing Committee

One representative from the incoming affiliating students

Adviser: Miss Vanderbilt

ACTIVITIES COUNCIL

The Activities Council coordinates and is responsible for all the activities in which students take part throughout the year. The members of the Council are as follows:

Chairman: Linda Johnston

<i>Class vice presidents:</i>	Jennifer Bell (1968)
	(1969)*

<i>Council secretary:</i>	(1969)*
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Association treasurer: Sally Thompson

<i>CUSC representative:</i>	Susan Garrett (1968)
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<i>SNANYS representative:</i>	Karen Erickson (1968)
	(1968)*

Committee and club chairmen (see below)

Adviser: Miss Ticnor

The committees of the Council are listed below:

Affiliating Committee: Ruth Rhoads, chairman

Athletics Club: Dolly Lefever and Emily Lanier, cochairmen

Bridge Club: Mary Lee Woods and Wendy Washburn,
cochairmen

Bulletin Board Committee: Joyce Wollenberg, chairman

Cliff Dwellers: Ginny Shepard, president

Cosmopolitan Club: Rita Nagal, chairman

Library Committee: _____, chairman

Sewing Committee: Rita Nagal, chairman

Social Committee: Katharine Higgins, chairman

ICON: Sandy Freeberg, editor

White Caps: Jennifer Bell, chairman

* To be elected from students entering in September 1967. Write in the names when announced.

CLASS OFFICERS**CLASS OF 1968**

President: Mary Ann Dattola
Vice President: Jennifer Bell
Secretary: Sally Bixler
Treasurer: Linda Hansen
Class Adviser: Loretta Verdisco

CLASS OF 1969*

President: _____
Vice President: _____
Secretary: _____
Treasurer: _____
Class Adviser: _____

THE HONOR SYSTEM

The honor system was established by the Student Government Association, with the support of the faculty, to help maintain the standards and regulations of the Department of Nursing. As a student in the Department, you assume the obligation of self-government. The concept of honor includes your personal life, your academic work, and your conduct in the hospital.

Basic to maintaining an honor system is the understanding that you do your academic work independently, never submitting as your work that which has been done by anyone else, or permitting your work to be used by another student. If you wish to help another student, you are welcome to do so if the help is a constructive aid in learning. Giving or receiving aid during examinations is not permitted; the entire group is responsible for preventing violations. Quoted material must be enclosed in quotation marks, with proper references to sources.

A part of your obligation in self-government is the following: you are expected to report yourself for any violation and to ask an offender to report herself. If the offender does not report herself, it is your responsibility to report the infraction within twenty-four hours.

All violations of the regulations should be reported to the chairman of the Judiciary Board, with the exception of violations in the clinical areas. These should be reported to the head nurse in the area.

Attendance is required at student government and class meetings. If you have a special request concerning absence from a student government meeting, you must present your request to your class president at least twenty-four hours in advance.

► COLUMBIA UNIVERSITY STUDENT COUNCIL

The Council is composed of representatives from all divisions of the University. The number of representatives from a division is propor-

* To be elected from students entering in September 1967. Write in the names when announced.

tional to the number of students in that division. Thus, the Faculty of Medicine is entitled to two representatives and two alternate representatives. Susan Garrett '68 is the delegate from the Department of Nursing; Stevie Jones '68 is the alternate.

► PROFESSIONAL ORGANIZATIONS

STUDENT NURSES ASSOCIATION

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurses Association, under the advisership of the American Nurses Association and the National League for Nursing. The Association functions as a professional organization on the student level and endeavors to prepare the student for active participation in graduate organizations. Monthly meetings open to all nursing students are held at various nursing schools in the New York City area. Each year two delegates represent our Department at the annual conventions of the state and national associations. The delegate for 1967-1968 is Karen Erickson.

HONORARY NURSING FRATERNITY

The Alpha Zeta Chapter of Sigma Theta Tau was instituted at Columbia University in 1964. Sigma Theta Tau is a national honor society of nursing whose members are elected on the basis of academic standing and leadership potential. Candidates are invited to join the chapter after completion of one half of the nursing program at Columbia and are inducted at a banquet which is held annually.

The purposes of Sigma Theta Tau are to recognize scholarship of superior quality, to encourage development of leadership qualities, and to foster high professional standards, creative work, and commitment on the part of individuals to the ideals and purposes of the profession of nursing.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, bedspreads, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to Miss Vanderbilt.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. If you want to hang pictures or other objects, use only the wall hooks provided for this purpose, as all other methods have proved defacing. You may place extra hooks along the moulding near the ceiling or have extra hooks put in by the housekeeping department.
6. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
7. Fish and small turtles are the only pets permitted.
8. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the “old” rooms; one floor lamp and one table lamp, in the new rooms).

You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You should exercise care in positioning extension cords and check all electrical equipment frequently for wear. *You may not iron or cook in your room.*

HOUSEKEEPING

Each week the housekeeping department cleans your room and changes the linen. You should consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. You should clear bureau tops, floors, and beds on cleaning day. Night nurses' rooms are cleaned before 9 a.m. Evening nurses and those who are sleeping late must be out of their rooms by noon to permit more efficient cleaning. You may place a sign on your door to indicate your schedule. Your wastebasket will be emptied every day if it is placed outside your door before 7 a.m. There is equipment available in the cleaning closet for your use between cleaning days. Members of the housekeeping department may refuse to clean a room.

ROOM CHANGES

You change rooms each year during the summer. Room requests may be submitted to Miss Vanderbilt during the second term. You may get a hamper from the mezzanine for moving your possessions. You may not move furniture—especially bureau drawers—from one room to another; nor may you add extra furniture to your room without Miss Vanderbilt's permission.

► YOUR UNIFORM

1. Your official uniform is a long-sleeved, blue-and-white-striped cotton dress with a starched white collar, white bib and apron, a white cap, and white shoes and stockings.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Your hair should be above your collar in length, and your cosmetics, including nail polish, should be inconspicuous. Wedding and engagement rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) You are required to wear a wrist watch with a sweep second hand. Your uniform must be complete when worn below the second floor of Maxwell Hall. No part of your uniform is to be worn in the street.

2. You wear a special short-sleeved, white uniform with bib and apron when you are having your clinical experience in the operating room or in the maternity services. The uniform may be obtained from the sewing room the week preceding your clinical assignment. You also

wear this uniform in the summer, between June 15 and September 1. You may obtain your uniforms from the sewing room in June. Attach a name tape to each piece. These uniforms are sent to the laundry with your weekly supply. After September 1, unless you are assigned to maternity or the operating room, remove the name tapes and return your uniforms, *freshly laundered*, to the sewing room.

3. When you do field work in public health, you wear the navy uniform with a white bow. You provide your own rain attire and black leather oxfords. You are required to rent an official navy-blue public health nursing coat, a uniform, and an overseas cap for mild weather or a wool hood for cold weather. This equipment is dispensed through the public health nursing office.

4. Students who have clinical workshops wear a white uniform and white shoes and stockings.

5. When you are not in uniform, you are required to wear a long-sleeved blue lab coat whenever you are going to be in the hospital.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewn on, in the sewing room. However, your uniforms must be laundered first. If your caps or collars need replacing, take them to the sewing room. You may obtain additional studs and collar buttons for five cents each in the sewing room from 9 to 5, Monday through Friday.

► GENERAL APPEARANCE AND CONDUCT

Suitable dress is one simple yardstick to bear in mind: dress in the city is more formal than on rural campuses. You may wear slacks, dungarees, and shorts in the Snack Nook and Commons Room. They are not acceptable on the street or in the parts of Maxwell Hall where you receive guests, except when you are participating in activities for which this type of clothing is appropriate. Slacks may be worn to the corner during the winter months; they may also be worn west of Fort Washington Avenue. No hair rollers or night clothes are permitted below the second floor between 7:00 A.M. and 12:30 A.M.

1. Smokers are reminded to make note of areas in which smoking is prohibited by law. Smoking in uniform is not acceptable in the Maxwell Hall lobby or Tod Library. Sensitivity to the appropriateness of smoking in uniform is important.

2. Alcoholic beverages may not be consumed in the residence.
3. No men are allowed above the first floor.

► QUIET HOURS

You are asked to observe the following in regard to quiet in the Hall:

1. General quiet hours are from 9 a.m. to 4 p.m. and from 10:30 p.m. to 7 a.m.
2. Play record players, radios, television sets, and musical instruments at room volume.

► GUESTS

You may have guests during the day or evening. Each visitor must stop at the Desk; the receptionist will then notify you of your guest's arrival by buzzing your room three times. You will not be informed of a visitor's arrival after 11 p.m. Your guests are also welcome to join you for all meals, which are reasonably priced.

If your friends are not staying overnight, they are expected to leave Maxwell Hall by 12:30 a.m. Guests visiting the infirmary must leave by 11:00 p.m.

Your friends are welcome at many activities of the Department of Nursing. If you wish to take them on a tour of the hospital during the day, you should get permission from Miss Vanderbilt, from the faculty member on call, or from a member of the staff in the nursing office. You must wear your uniform or blue lab coat on these tours.

When accommodations are available you may have an overnight guest. You should notify Miss Vanderbilt of your guest's expected arrival twenty-four hours in advance, and before 5 p.m. on Fridays, by filling out a request slip obtainable at the Desk. A fee of \$5 is charged for failure to notify Miss Vanderbilt in advance. Failure to register a guest will result in a \$25 fine. If an occupied room is used for your guest, the student giving permission for the use of the room must sign the request slip. You should greet your guest when she arrives, see that she signs the guest book at the Desk, and show her to her room. If your schedule does not allow this, you must arrange for someone else to welcome your guest in your place.

Whenever overnight guests leave the dorm, they must sign out and back in on the special flag sheet which is provided for their use at the

NAME: Doe, Mary Jane

CLASS: 1968 MONTH: Sept 1967

16

SIGNING IN AND OUT

Date	TIME OUT	DESTINATION AND TELEPHONE	EXPECTED TIME IN	TIME IN
1				
2	2 ⁰⁰ PM	Downtown (D.T.)	12 ³⁰ AM	12 ¹⁵ AM
3				
4	4 ⁰⁰ PM	Corner	2 ⁰⁰ AM	1 ³⁰ AM
5				
6	5 ⁰⁰ PM	D.T.	2 ⁺	1 ¹⁵ AM
7				
8	6 ³⁰ PM	D.T.	2 ⁺	5 ⁰⁵ AM
9				
10	8 ⁰⁰ PM	3 Park Avenue, Bloomfield, N.J.		
11		TEaneck 3-0214	"	
12			10 ³⁰ PM	9 ⁰⁰ PM
13				
14				
15				

Desk. Guests are free to take 2+'s, but they should understand that after 2 a.m. the front door is open only from 10 minutes before the hour to 10 minutes after the hour.

The special guest rates for rooms and meals are as follows:

\$1.00 per night for an empty room	Breakfast	\$.75
.75 per night for an occupied room	Lunch	.90
	Dinner	1.25

► SIGNING IN AND OUT: RESIDENTS

You may leave the residence between 7 a.m. and 12 midnight, but you must always sign out at the Desk, stating your destination, and sign in when you return. Special permission to leave the residence at other times must be obtained from Miss Vanderbilt or the faculty member "on call." A slip for this permission may be obtained at the Desk. No permission is needed to attend early Mass before 7 a.m.

DAY PASSES

Day passes are used when you are leaving Maxwell Hall at or after 7 a.m. and plan to return by 10:30 p.m. the same day.

LATE PASSES

There are four kinds of late permissions (passes) which enable you to return to Maxwell Hall after 10:30 p.m. These are explained below. The number you are eligible to take depends upon the length of time you have been in the nursing program (see page 18).

12:30 a.m.: as its name implies, this pass enables you to stay out until 12:30 a.m.

2 a.m.: juniors in Group B may take this pass if they have no clinical assignment or class before 9 a.m. on the following day.

Floating 2 a.m.: the same as a regular 2 a.m. but without its restriction.

2 a.m. plus: you may sign in any time up to 6 a.m., irrespective of the time of clinical assignment or class the following day. This pass may not be used as an overnight. The doors of Maxwell Hall are locked at 2 a.m., and are opened every hour thereafter from ten minutes before the hour until ten minutes after the hour. If at all possible, you should plan your time according to the times when the doors will be open.

OVERNIGHT PASS

All students may sign out for an overnight if they do not have a clinical assignment or class before 9 a.m. the following day.

NUMBER OF LATE PASSES ALLOWED

The number of late passes permitted *each month* is as follows:

	<i>12:30 a.m.</i>	<i>2 a.m.</i>	<i>Floating 2 a.m. plus</i>
Group B, junior	first semester: 6	1	none
	second semester: 10	2	3
Affiliating students	15	2	1

Restrictions on the number and kinds of late passes do not apply to senior Group B students or to any Group A students.

HOW TO SIGN IN AND OUT

For a Day Pass: 1. Sign your name in the appropriate column (class) on the large sign-out sheet on the Desk and fill in the data requested for the other columns. 2. When you return, enter the time in the designated column.

For a Late Pass: 1. Find your own card (color according to class) in the "IN" file box at the Desk (see the sample, page 16). 2. Fill in all information required opposite the appropriate date and place the card in the "OUT" box. 3. Sign the flag sheet designated *for your class* (the flag sheet lists all students out on late passes). 4. When you return, mark the time of arrival in the "IN" column opposite the appropriate date, and return the card to the "IN" box; then cross your name off the flag sheet.

For an Overnight Pass: 1. Sign your complete address, including area code and telephone number, on your individual card. 2. Write the "expected time in" on the line of the date on which you expect to return. 3. You must also sign your name on the flag sheet in the overnight book under the appropriate date and time of return.

For other absences: when you leave and return from summer vacation or after any specially arranged absence, you must sign in and out in the absence book at the Desk.

TO CHANGE THE TYPE OF PASS

To change a 10:30 to a later pass, or overnight: call 579-1931 before 10 p.m.

To change a 12:30 to a later pass or overnight: call 579-1931 before midnight.

IN EMERGENCIES

To reach "faculty on call": before 12:30 a.m., dial 579-1931. After 12:30 a.m., dial 579-2816. From outside New York City, dial 212 (area code) 579 and the appropriate extension.

► SIGNING IN AND OUT: NONRESIDENT STUDENTS

Upon leaving Maxwell Hall the nonresident student must sign out on her appropriate sheet (instead of a card), which has her address and telephone number. Upon returning she must sign in.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill it out, and leave it there for Miss Vanderbilt.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit. Permission to marry and continue in the nursing program is contingent on the level of your accomplishment, your health, and your contribution to the program of the School.

Group A students are eligible to live outside Maxwell Hall beginning with the summer term. Group B students who are married are eligible beginning with the senior year; exceptions are made under special circumstances. Requests for such exceptions should be discussed with Miss Pettit. Residence must be no further than 30 minutes travel time by

public transportation; a home telephone is essential. Your plans should be presented to the chairman of the Honor Board.

If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photo-static copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date. Then see Mrs. Deleuran so that a new name pin may be ordered and your other records changed. Miss Vanderbilt should also be notified so that the necessary changes in health coverage, such as a transfer to the Family Plan, can be made.

► VACATIONS

SUMMER

All personal possessions must be packed and removed from the room before you go on summer vacation, unless otherwise indicated. To have trunks and suitcases sent to your room one week before vacation begins, you must leave your name, room number, and request for the housekeeper at the Desk. Trunks are not to be taken into the rooms; they must be packed in the hall. If you need cartons as well, you should ask the housekeeper for them.

After the vacation, trunks may be left in the halls for unpacking, but must be ready for storage within one week from the official end of vacation. Storage space is provided for suitcases, trunks, and cartons. All items to be stored must be boxed and wrapped securely. They must be identified with tags or labels which may be obtained at the Desk and which must be firmly attached. If you need extra cartons the housekeeper may have some.

You must write legibly your complete home or vacation address in the vacation book at the Desk. Your keys must be left there when you sign out.

You are expected to return to Maxwell Hall after summer vacation by 10:30 p.m. of the day before you resume your program.

CHRISTMAS, MIDYEAR, AND SPRING VACATIONS

You must write legibly your complete home or vacation address in the absence and vacation book at the Desk. You do not turn in your keys.

All students are expected to leave the residence during Christmas, midyear, and spring vacations. Please notify Miss Vanderbilt if you plan

to stay in the residence during these times. You will be charged 70¢ a day to occupy your room. You will also be expected to pay for all meals.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform.

No plea of ignorance of the rules and regulations will be accepted as an excuse.

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the Department of Nursing and is limited beyond. The Medical Center parking lot offers limited parking to guests at \$1 for three hours plus 25¢ for each additional hour or part thereof. For longer periods of time there is a twelve-hour charge of \$3.25. Parking in front of Maxwell Hall must be limited to 30 minutes for students and their guests. You may obtain information about overnight parking from Miss Vanderbilt, the Director of Residence.

► BANKING YOUR MONEY

The Chemical Bank New York Trust Company, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to 4 p.m., Saturday and Sunday. Your endorsed check must be countersigned by Miss Vanderbilt at one of these times: 9 a.m., 12 noon, and 4 p.m., Monday through Friday. Checks may be left at the Desk for this purpose. You must endorse the check again at the cashier's window. If you wish to cash a check in an amount over \$100, you must make special arrangements with Miss Vanderbilt.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

Workship checks cannot be cashed at the Bursar's or Accounting Offices.

► EMPLOYMENT

Babysitting for the families of the professional staff of the Medical Center is available to nursing students. After you have completed your first term in the Department of Nursing, you are eligible to apply. See Miss Ticnor, who will ask you to fill out an application form. When the faculty has approved your request, Miss Ticnor will notify you. Approval is granted on the basis of your need and your standing in the Department and in the community.

Requests for babysitters are posted on the bulletin board opposite the telephone booths. If you are interested, use the desk phone to telephone the family and sign your name in the book at the Desk. The standard rate of pay is \$1.25 an hour.

The Presbyterian Hospital offers some employment to students as nursing assistants.

► HEALTH SERVICE

Nursing Department Health Service, 3rd floor, south corridor, Maxwell Hall

Hours: open twenty-four hours a day

Telephone: 579-2816 or 2817

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: posted on the blackboard outside the Health Service door or on the health bulletin board on the north corridor of the first floor

The staff of the Health Service supervises your health and medical care. The fifteen-bed infirmary of the Health Service is staffed day and night by graduate nurses. Students who are patients in the Infirmary may have visitors with the permission of the nurse in charge. If you wish to make other arrangements for medical care, you must discuss them with Miss Vanderbilt or Dr. Neuberg.

If you become ill while in class or at work: you must first notify your instructor or the nurse in charge of your clinical area and then report to the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours and report your illness to the Health Service. *When you return from an illness or convalescence* at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day, between 9 and 10 a.m. and between 8 and 9 p.m., so that your progress may be followed.

Before you return to your classes and clinical assignment after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or the Health Service nurse; this is also required before you are allowed to leave the residence hall.
2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.
3. Take the permission slip to the nursing office in the area where you are assigned and sign your name immediately on the special sheet provided for this purpose.
4. If your activities are still limited, permission to leave the residence must be obtained from Dr. Neuberg or from a member of the Health Service staff.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment, with the exception of those services not covered by the Blue Cross and Blue Shield Insurance Policy (dental and eye care and the like).

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Identification Card: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a general emergency, would facilitate your return there. The card also contains data about you which would be important if you were injured. It will be issued to you by the Personnel Department and should be carried in your wallet. If you should lose your I.D. Card, you may obtain a replacement in the Personnel Office in the basement of Babies Hospital.

► LAUNDRY

YOUR UNIFORM

The Department of Nursing will take care of laundering your uniforms. All articles to be laundered through the Department must have name tags attached. The laundry allowance per week is two uniforms, five bibs, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of the Director of Residence on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the desk and list on it all the items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room. If the missing articles are not there, they will be traced. If your laundry does not return when expected, you should first check all floors to make sure that it was not delivered to the wrong floor. If you still are unable to locate your laundry, you should notify Miss Vanderbilt that it is missing.

YOUR PERSONAL LAUNDRY

In Maxwell Hall laundry rooms with washers and dryers are available in the north corridors of the third, fifth, seventh, and ninth floors, and there are ironing rooms on all floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 15¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

There are two ironing boards in special ironing rooms on each floor. Because of fire regulations, ironing is permitted only in these rooms. You must supply your own iron.

► LIBRARIES

TOD MEMORIAL LIBRARY

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open daily from 8 a.m. to 12 midnight and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library during the day and early evening. Reserve books may be signed out after 9 p.m. and must be returned before 9 a.m. the following morning.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the Department of Nursing and members of the medical profession, is one of the largest of its kind in the world. You may obtain the key to this room from the Desk.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform, you may be asked to present your Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 9:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 12 noon to 10 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University library system. It is on the Morningside campus, between Broadway

and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill out a special information card available at the Medical Library Desk, and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42nd Street. The general card catalogue is on the third floor in Room 315. The open stacks are found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue (at 161st Street) and 535 West 179th Street (between Audubon and Amsterdam Avenues). Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it. You then post the notice on the bulletin board. Articles left at the desk which are not claimed within two weeks are given to the Thrift Shop.

If you lose a valuable article such as a watch, report it to Miss Vanderbilt. A member of the Protective Department will ask you for information which may be of help in recovering the lost item.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage one week after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the housekeeper by leaving a written request at the Desk. Trunks are left on the mezzanine only. They are not to be taken to floors during the year.

To ship luggage from Maxwell Hall: leave a notice of express shipment at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece; write the value of the contents on one of the tags so that the proper billing can be made. Luggage must be locked, tagged, and placed outside your door by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mailbox opposite the telephone booths on the first floor. Mail is delivered to the boxes once a day before noon. You will find a box for outgoing mail at the Desk. For quick pickup, use the U.S. mailbox outside the front door of the residence.

If you receive a telegram, package, registered mail, or a special delivery letter, your name will be listed at the Desk, where you sign for them. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 6 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS

MAXWELL HALL CAFETERIA

The meal tickets for the dining room, issued monthly, are put in your mailbox. The tickets may not be transferred among students or visitors. If you lose your ticket, you may get another one at the Desk. Students not paying room and board may purchase meal tickets at the Desk.

Appropriate clothing must be worn; you will not be admitted to the dining room in slacks, shorts, or curlers.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book. The rates are 75¢ for breakfast, 90¢ for lunch, and \$1.25 for dinner.

The cafeteria is open Monday through Friday, at the following hours:

Breakfast: 6:30 to 9

Luncheon: 11:45 to 1:45

Dinner: 5 to 6:45



If you are on duty or at an appointment and will be delayed past closing hours, you should call extension 2800 and make arrangements to have your lunch or dinner held until as late as 2 p.m. or 7 p.m. respectively. If you will be later than this, you may obtain a ticket on PH-4 for the Hospital Cafeteria.

THE SNACK NOOK

The Snack Nook is a cheerful room in the basement of Maxwell Hall which is provided with tables and chairs, various food and drink machines, and a machine to change quarters. Male guests are allowed until 12:30 a.m. Bermuda shorts and slacks are permitted. All night clothes must be completely covered by a coat.

COFFEE SHOP IN THE PRESBYTERIAN HOSPITAL

The coffee shop on the first floor is open to students from 7 to 10:30 p.m., but at their own expense. Students on evening and night duty may obtain a special ticket from the Maxwell Hall Desk which gives them a free meal in the coffee shop between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks, up until 10:30 p.m., in the kitchenettes located in the north and south wings of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitchenette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

In the south kitchenette there are two percolators and cups, dishes, spoons, etc., for your use. If the kitchenette is locked, you may obtain the key at the Desk.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This dining room is used by nursing students when the Maxwell Hall dining room is closed (Saturdays, Sundays, and holidays). Regular meal tickets are used and allow \$1 for breakfast, \$1.50 for lunch, and \$1.75 for dinner. You may have dinner either at *noon* or in the evening. The hours are as follows:

Breakfast: 6:30 to 9

Luncheon: 11 to 2

Dinner: 4 to 7:30

Students who are off duty are asked to comply with the following: (1) please use the cafeteria before 8:30 a.m. for breakfast (to avoid the last-minute crowds); (2) please avoid going to the cafeteria between 12:30 and 1:15 p.m.

► RELIGIOUS LIFE**PAULINE A. HARTFORD MEMORIAL CHAPEL**

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Roman Catholic Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Saturday, at 12:10 p.m. in the Blessed Sacrament Chapel on the second floor.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the Intervarsity Christian Fellowship, the Newman Association, the Jewish undergraduate and graduate societies, and other religious activities on the Morningside campus.

CHURCHES IN THE CITY

You will find a directory of church services, which is posted each Saturday, on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINES

The two sewing machines in the Commons Room are available to all students through registration with a member of the Sewing Committee.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m., Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tuesday and Friday. Telephone extension: 2678. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 126, William Black Medical Research Building, and carries a full line of medical and nursing textbooks and all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste, and shampoo. Hours open: 7 p.m. to 10 p.m., Sunday through Friday, except holidays. Sponsored by the graduating class.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 11 p.m., the receptionist will buzz your room once. During the evening hours your

calls are limited to five minutes, except for long distance calls, which are limited to ten minutes.

The receptionist will buzz you twice if she is trying to locate another person and three times if you have a guest in the lobby. Please buzz back so that the receptionist will know that you have received the message.

If you are on night duty, the receptionist will take messages for you until 4 p.m. After 4 p.m. the receptionist will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls are located in the basement and on the first, third, fourth, sixth, ninth, and eleventh floors of Maxwell Hall.

If you have trouble either receiving or placing a call, please note the date and time of the call in question and notify the receptionist immediately. If the problem persists, please notify Miss Vanderbilt within twenty-four hours.

► VALUABLES

You should lock your valuables in your closet or arrange with Miss Vanderbilt to keep them in the safe. You are encouraged not to keep large sums of money or other items of great value in your room. The Department cannot be responsible for loss of valuables or clothing. If you should have any trouble please notify Miss Vanderbilt immediately.

Activities and Recreation

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies at which nursing students are always welcome. There are also many club meetings and other activities on the Morningside campus in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards. Activities and recreational opportunities primarily available to students in the Department of Nursing are given below.

► ENTERTAINMENT

COMMONS ROOM: this comfortable lounge and quiet-activities room on the twelfth floor provides television, stereo, card tables, sewing machines, drawing tables, books, and easels. With the permission of the Residence Council, the room may be used for activities for all students (i.e., welcome parties for affiliating students) or activities for an entire class (i.e., the Half-Way Party). Students are responsible for cleaning the Commons Room after these activities.

DANCES: the Activities Council sponsors a formal Christmas dance, for which the Social Chairman and the vice presidents of each class serve as the committee. In addition, the Social Committee arranges many open house dances throughout the year.

GAME ROOM: you and your guests may use the television, piano, and ping pong table in this basement room until 12:15 a.m. Bridge parties sponsored and arranged by the Bridge Club are held in the Game Room.

HOSPITALITY: if hospitality is one of your interests, you might want to join the Affiliating Committee which welcomes the affiliating students, takes them on a tour of the Medical Center, escorts them to their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall.

► MUSIC

CLIFF DWELLERS: the Cliff Dwellers is a small singing group which performs periodically throughout the year, giving both formal and in-

formal concerts. Auditions are held in the spring and fall, and the group is open to both juniors and seniors.

VESPER CHOIR: this choir is composed of nursing and medical students and other interested medical personnel. They sing at the Wednesday Vespers in the Pauline A. Hartford Memorial Chapel.

► PUBLICATIONS AND DISPLAYS

BULLETIN BOARDS: the Bulletin Board Committee arranges artistic seasonal displays on the many bulletin boards in Maxwell Hall. Supplies for making posters advertising school functions may be obtained from the *Paint Pot* in the north corridor closet on the tenth floor. Posters for the first floor, the tunnel, or any public place must first be approved by Miss Vanderbilt or Miss Ticnor.

Stethoscope: the monthly publication of the Medical Center which reports news of research and the staff, and current events of the hospital.

ICON: a monthly student publication which provides opinions and news about the residence, nursing students and faculty members, coming events, current events, fine arts, and creative writing. All contributions are welcomed.

Starch and Stripes: the Department of Nursing yearbook published under the sponsorship of the graduating class. The editor for this year is Mary Watson.

► THE ATHLETICS CLUB

BASKETBALL: if basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

PING PONG: you will find a ping pong table in the Game Room.

SKATING: if you like to skate, you may want to try two popular areas for ice skating during the winter months: Wollman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge.

SKIING: you have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England.

SUNBATHING: the roof on the south side of Maxwell Hall is recommended for sunbathing. Beach rolls and blankets for use on the roof may be found in the closet outside the Commons Room. You are not to use other blankets and pillows belonging to the residence.

SWIMMING: you may swim in the Maxwell Hall pool Monday through Friday, 7 p.m. to 9 p.m. You may swim at other times if a registered lifeguard is in the group and no class is using the pool.

White Caps: if you enjoy synchronized swimming and water ballet, you may be interested in joining White Caps. This group presents at least one water show each year. Splash parties are held monthly.

TENNIS: there are several tennis courts which belong to the Medical Center, on Riverside Drive near Maxwell Hall. A tennis clinic is offered January through April on Wednesday evenings from 7 p.m. to 8 p.m. in the Armory. A professional tennis coach gives instructions. There is no charge to students.

VOLLEYBALL: games are played in Bard Hall gym between the nursing students and medical students. The games will be announced.

► THEATRE

The Cosmopolitan Club obtains tickets to concerts, the ballet, and operas in New York City, many of them at special rates for students. Each month the Club also obtains blocks of seats for current popular plays. These shows are advertised on the bulletin boards across from the telephones on the first floor, and at the main Desk. You may also get discount tickets to plays, movies, and television shows from Miss Ticnor and from the Nursing Office on the fourth floor of Presbyterian Hospital.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

► THRIFT SHOP

Members of the Thrift Shop Committee collect clothing for donation to Everybody's Thrift Shop on Second Avenue at 60th Street. Proceeds from sales go to a Department of Nursing scholarship fund.

Constitution

Preamble

WE, THE STUDENTS of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The Association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purpose in relation to student living and social and other co-curricular activities. The Honor System is recognized as being vital to stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the Department and associated agencies.

The student entering the Department and the affiliating student accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

ARTICLE I. Name

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Hereafter it shall be referred to as the Association.

ARTICLE II. Membership

All students of the Department shall be active members of the Association.

ARTICLE III. Officers

The officers, who will be elected by the student body, shall consist of a President, three Vice Presidents, a Secretary, and a Treasurer.

ARTICLE IV. Advisers

All faculty representatives shall act in an advisory capacity.

ARTICLE V. Organization

Section 1. There shall be an Executive Board consisting of the following members:

The President of the Association

The three Vice Presidents of the Association

The Secretary of the Association

The Treasurer of the Association

The President of the Senior Class

Two representatives of the Senior Class: one from Group A and one from Group B

The President of the Junior Class

Two representatives of the Junior Class

The representative of the Senior Class to Area 8 of the Student Nurses' Association of New York State

The representative of the Senior Class to the Columbia University Student Council

The Chairman of the Affiliating Committee from the Senior Class

The representative of the Third-Year Class to the Columbia University Student Council

A member from the faculty

The Director of Residence and Health

The Director of Recreation

Section 2. There shall be an Honor Board consisting of the following members:

The President of the Association

The three Vice Presidents of the Association

The President of the Senior Class

The President of the Junior Class

A member from the faculty

The Director of Residence and Health or other faculty members as deemed necessary by the Honor Board

Section 3. There shall be a Residence Council consisting of the following members:

The First Vice President of the Association

One elected representative from each class

One representative from each corridor

The Chairman of the Library Committee
The Director of Residence and Health
One representative of the incoming Affiliating Students

Section 4. There shall be a Judiciary Board consisting of the following members:

The Second Vice President of the Association

Three representatives of the Senior Class: one from Group A, one from Group B, and one elected at large

Two representatives of the Junior Class: one from Group A and one from Group B

Section 5. There shall be an Activities Council consisting of the following members:

The Third Vice President of the Association

The committee and club chairmen

The Vice President of each class

The Secretary of the Activities Council

The Treasurer of the Association

The Junior Class representative to the Columbia University Student Council

The Junior Class cochairman of the Affiliating Committee

The Director of Recreation

ARTICLE VI. Meetings

Section 1. An annual meeting of the Association shall be held in the spring for the installation of the officers for the ensuing year.

Section 2. The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of the Board.

Section 3. The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

Section 4. The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

Section 5. The Judiciary Board shall meet at least once a month and whenever deemed necessary by the Chairman.

Section 6. The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the chairman.

ARTICLE VII. Class Organizations

Section 1. There shall be two class organizations:

The Senior Class and the Junior Class

Section 2. The Senior Class shall elect:

The President of the Class

The Vice President of the Class

The Secretary of the Class

The Treasurer of the Class

Two representatives to the Executive Board: one from Group A and
one from Group B

Three representatives to the Judiciary Board: one from Group A, one
from Group B, and one elected at large

One representative to the Residence Council

Chairman of the Social Committee

One representative to Area 8 of the Student Nurses' Association of
New York State

Three representatives to the Association Nominating Committee

Chairman of the Affiliating Committee

One delegate to represent the Department on the Columbia University
Student Council

Section 3. The Junior Class shall elect:

The President of the Class

The Vice President of the Class

The Secretary of the Class

The Treasurer of the Class

Two representatives to the Executive Board: one from Group A and
one from Group B

Three representatives to the Judiciary Board: one from Group A,
one from Group B, and one member elected at large

One representative to the Residence Council

The Secretary of the Activities Council

One representative to Area 8 of the Student Nurses' Association of
New York State

Three representatives to the Association Nominating Committee

One alternate delegate to the Columbia University Student Council,
who shall be strongly advised to run for the office again in the
senior year and who shall make it known by the second term of
her first year should she not be interested in running for re-election.

A cochairman of the Affiliating Committee

Section 4. A class adviser shall be appointed by the Executive Committee of the Faculty.

Section 5. Each class shall have a cabinet consisting of the officers and the adviser.

ARTICLE VIII. Amendment

The Constitution may be amended at a meeting of the Association, provided that a quorum—a majority of the membership—is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large who desires a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After the amendment has been read, a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE IX. Procedure of Meetings

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

By-Laws

ARTICLE I. Duties of Membership

Section 1. To participate in the activities of this Association.

Section 2. Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

ARTICLE II. Duties of Officers

A. Association Officers

Section 1. The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside at meetings of the Association and the Executive Board; be chairman of the Honor Board; act as representative of that Board on

the Executive Board. It shall be her duty to appoint any special committees. She may invite others to attend meetings of the Board at her discretion, when their attendance is pertinent. She will be a member *ex officio* of all divisions of the Association and shall represent the Association upon request to do so.

Section 2. The First Vice President of the Association shall assume the duties of the President in the absence of the latter. She shall be chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be chairman of the Student Committee on Junior Orientation to the Association, and shall represent that class until officers are elected.

Section 3. The Second Vice President of the Association shall assume the duties of the President in the absence of the President and the First Vice President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

Section 4. The Third Vice President of the Association shall assume the duties of the President in the absence of the President and of the First and Second Vice Presidents. She shall also be a member of the Executive Board and the Honor Board. She shall be chairman of the Activities Council and shall call and preside over those meetings.

Section 5. The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association. She shall also act as cochairman of the Dedication Ceremony Committee.

Section 6. The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the approval of the Executive Board. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year. She shall also be a member of the Activities Council.

Section 7. Association Duties of Executive Board Representatives
a. The Senior Executive Board representative from Group A shall act as chairman of the Association Nominating Committee.

- b. The Senior Executive Board representative from Group B shall act as cochairman of the Dedication Ceremony Committee with the Vice President of the Senior Class and shall continue to represent the class on the Executive Board until the completion of her training in August.
- c. The Junior representative to the Executive Board will act as co-chairman of the Handbook Revision Committee.

Section 8. There shall be cochairmen in charge of the Affiliating Committee. They shall be responsible for the orientation and activities of the Affiliating Students. The Affiliating cochairman from the Senior Class shall be a representative on the Executive Board.

B. Class Officers

Section 1. It shall be the duty of the Class President to call meetings at any time. She shall preside at meetings of the Class and of the Cabinet. She shall be a member of the Association, the Honor, and the Executive Boards. It shall be her duty to appoint special committees, and she may invite others to attend meetings at her discretion, when their attendance is pertinent. She shall be a member *ex officio* of all class committees except the Nominating Committee and shall represent the Class upon request to do so.

Section 2. The Class Vice President shall assume the duties of the President in her absence. She shall be a member of the Cabinet, in charge of the Class social functions, and a member of the Social Committee of the Activities Council.

Section 3. The Class Secretary shall record proceedings of all meetings. She shall be a member of the Cabinet and shall also record its proceedings. She shall be responsible for proper notification of meetings of the Class and for all permanent records.

Section 4. The Class Treasurer shall have charge of the funds and shall keep an accurate record of them. She shall be a member of the Class Cabinet. She shall expend the funds with the approval of the President. She shall give a report at regular meetings.

Section 5. The Class Adviser shall be an honorary Class Member and share with the Class the responsibility for all its activities.

Section 6. The Cabinet shall consist of:

The Class President
The Vice President
The Secretary

The Treasurer

The Executive Board representatives of the Class

Any other persons whose presence the President deems pertinent

The Cabinet shall administer the affairs of the Class. It shall discuss any questions referred to it for consideration by any group or any individual and shall act on these matters, or submit proposals for action to the appropriate committees.

ARTICLE III. Divisions of the Association

Section 1. The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Senior Chairman of the Affiliating Committee. The elected officers of the Association shall have the power to act in emergency situations between sessions.

Section 2. The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with all cases referred by the Judiciary Board or the faculty. It shall act as a court of appeals. It shall meet at the discretion of the chairman to discuss issues of concern to individual students or student groups.

Section 3. The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. The Council shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Corridor representatives shall be selected at the discretion of the Chairman of the Residence Council by the first Tuesday in October.

Section 4. The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

Section 5. The Activities Council shall establish an efficient co-curricular program and coordinate school activities. There shall be a Secretary elected in October from the Junior Class.

a. All standing committees and clubs of the Council shall be directly responsible to the Council.

b. There shall be a variety of clubs and committees representing interests.

Section 6. Divisions of the Association and Classes shall submit to the Secretary of the Association an annual report in April and shall report at the meetings of the Membership, Executive Board, or Cabinet to which they are responsible.

ARTICLE IV. Meetings

Section 1. The Association shall hold scheduled meetings in September, November, January, March, and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

Section 2. Meetings of the divisions of the Association shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

Section 3. A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

Section 4. The order of business shall be as follows:

- a. Call to order.
- b. Report of the Secretary.
- c. Report of the Treasurer.
- d. Reports of the Classes.
- e. Reports of the Councils and Boards.
- f. Reports of the Standing Committees.
- g. Reports of the Special Committees.
- h. Report of the President.
- i. Old business.
- j. New business.
- k. Adjournment.

ARTICLE V. Nominations, Elections, and Recall

Section 1. Association nominations

- a. The elected Nominating Committee of the Association and the Senior Class representative to the Executive Board from Group A shall meet in midwinter to receive nominations and to prepare a slate of candidates for the annual elections. If any member of the

Nominating Committee is nominated for office, she will be replaced on the committee by a member appointed by the Class President.

- b. At a meeting of the Association, the President shall accept recommendations from the floor for the offices of President, First Vice President, Second Vice President, and Third Vice President of the Association.
- c. At a Junior Class meeting during the second week in October the Second Vice President shall accept recommendations from the floor for the offices of Secretary and Treasurer of the Association.
- d. The Class President shall submit names and qualifications of the candidates to the Nominating Committee. Any individual wishing to run may submit her own qualifications directly to the Nominating Committee. This committee shall also solicit further candidates. The above will be voted on in a primary election which will reduce the number of nominees for each office to three, to be voted upon by the student body in a general election.
- e. A C+ average shall be the minimum grade requirement for all elected officers. A student considering a major office should consult her faculty adviser and the Nominating Committee as to her abilities to accept the responsibility of that office.
- f. No member of the Association shall be eligible for election to more than one office concurrently.
- g. The Nominating Committee shall consider the academic and health status of the nominees and shall present a slate at a meeting of the Association. Nominations shall then be accepted from the floor. The nominees must have agreed to run and must have maintained the required grade average and health status.

Section 2. Association elections

- a. The annual elections of the Association shall be held by the second week in March; the incoming class shall hold its election in the fall.
- b. The Officers of the Association shall be elected by ballot. They will be voted on in a primary election which will reduce the number of nominees for office to three, to be voted upon by the student body in a general election. The candidate receiving a plurality of votes cast is to be elected. The new officers shall sit in at the April meeting of the Executive Board, shall be installed at the beginning of the May meeting of the Association, and shall take office immediately.

- c. Three tellers appointed by the President of the Association shall be responsible for the mechanics of the election.
- d. Qualifications
 - 1. The President and the First, Second, and Third Vice Presidents shall be elected from the forthcoming Senior class.
 - 2. The Secretary and Treasurer shall be elected from the Junior Class in the second week of October.

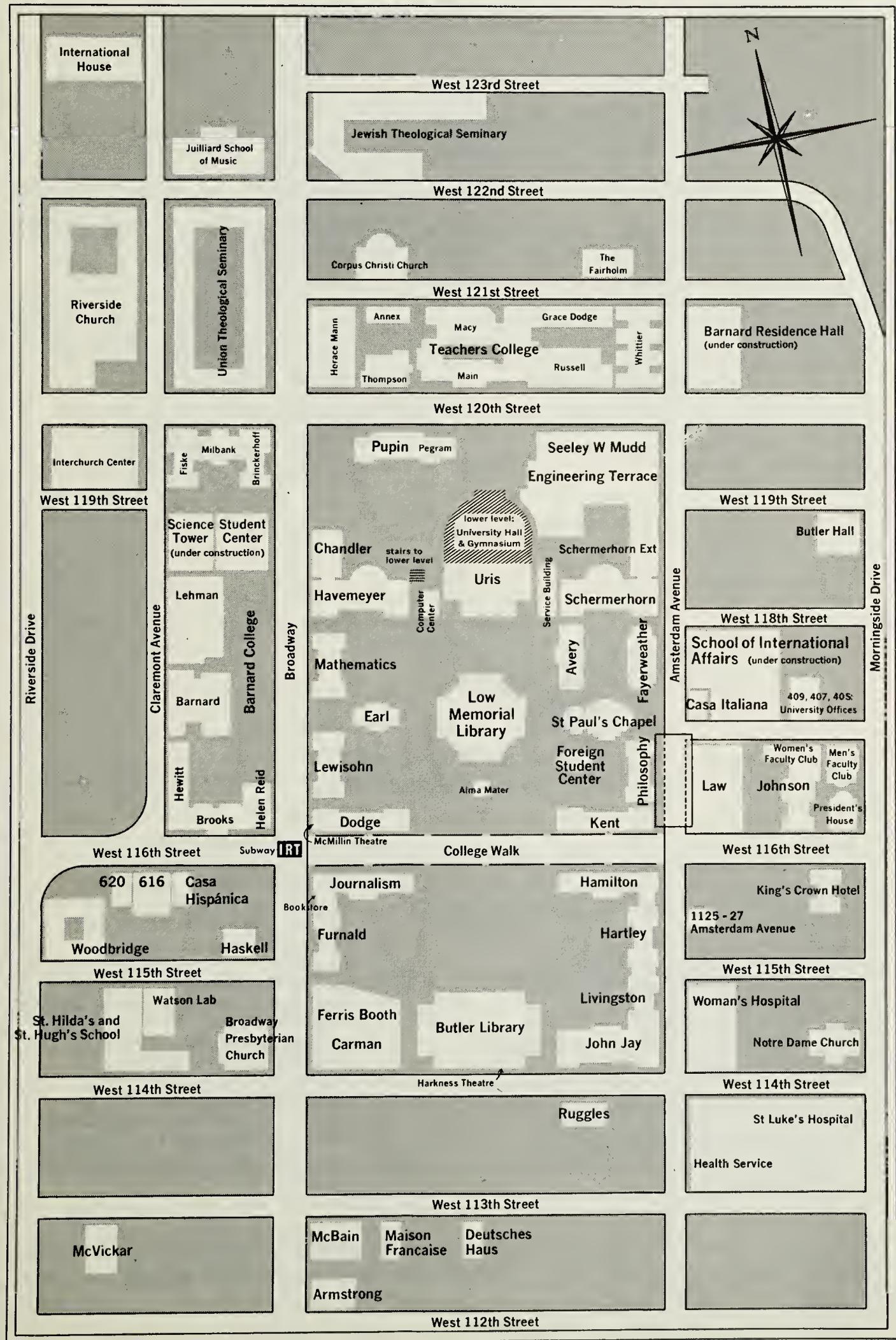
Section 3. Class nominations and elections

- a. Nominations shall be accepted from the floor at a class meeting and shall then be submitted to the Class Nominating Committee.
- b. The Class Nominating Committee shall work in the same manner as the Nominating Committee for the Association elections. It shall establish a slate based on students' academic and health approval.
- c. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
- d. The officers of the Senior Class shall be elected by the first week in April and shall take office at the time of the May meeting of the Association.
- e. The officers of the Junior Class shall be elected by the second week in October. The First Vice-President of the Association shall accept nominations from the floor at a class meeting.
- f. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
- g. Each class may elect an honorary member (or members) who is known for his or her interest in nursing.

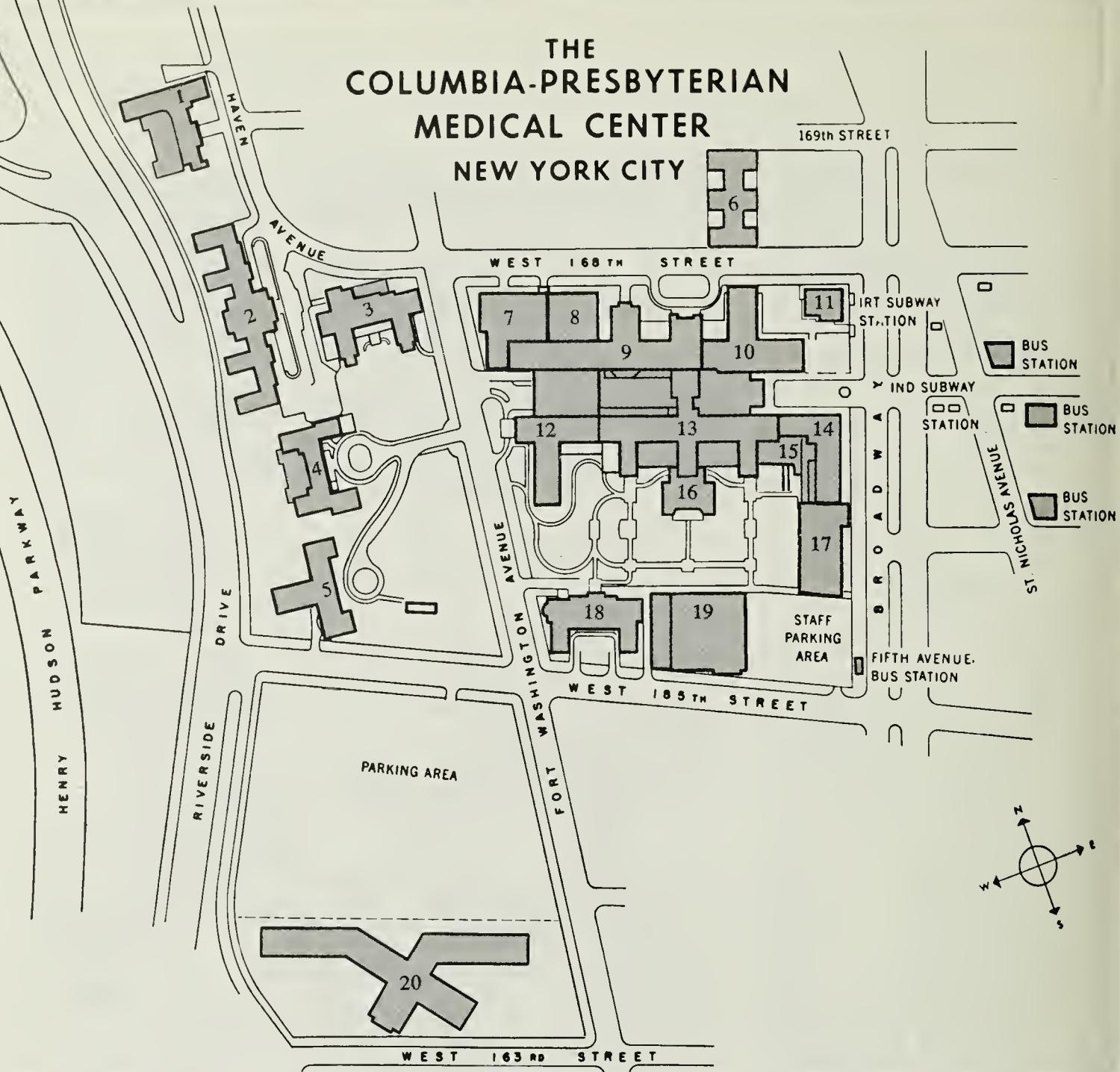
Section 4. Recall

- a. An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members of the Association and confirmed by a two-thirds vote of the Association.
- b. An officer of a class may be recalled from office upon petition for recall signed by at least one-fourth of the members of the class and confirmed by a two-thirds vote of the class.

The Morningside Campus & Environs



**THE
COLUMBIA-PRESBYTERIAN
MEDICAL CENTER**
NEW YORK CITY



- 1. BARD HALL
- 2. N.Y. STATE PSYCHIATRIC INSTITUTE
PSYCHOANALYTIC CLINIC
- 3. NEUROLOGICAL INSTITUTE
- 4. MAXWELL HALL
- 5. HARKNESS MEMORIAL HALL
- 6. GEORGIAN NURSES RESIDENCE
- 7. WILLIAM BLACK MEDICAL
RESEARCH BUILDING
- 8. ALUMNI AUDITORIUM
- 9. COLLEGE OF PHYSICIANS & SURGEONS
- 10. VANDERBILT CLINIC
SCHOOL OF DENTAL AND ORAL SURGERY
- 11. N.Y. CITY DEPARTMENT OF HEALTH
SCHOOL OF PUBLIC HEALTH AND
ADMINISTRATIVE MEDICINE
WASHINGTON HEIGHTS HEALTH
CENTER, N.Y.C.
- 12. HARKNESS PAVILION
- 13. PRESBYTERIAN HOSPITAL
N.Y. ORTHOPEDIC HOSPITAL
SLOANE HOSPITAL
SQUIER UROLOGICAL CLINIC
- 14. BABIES HOSPITAL
- 15. RADIOTHERAPY CENTER (UNDER
CONSTRUCTION)
- 16. PAULINE A. HARTFORD MEMORIAL
CHAPEL
- 17. PROPOSED BABIES HOSPITAL
RESEARCH TEACHING
AND
OFFICE ADDITION
- 18. INSTITUTE OF OPHTHALMOLOGY
- 19. CENTRAL SERVICE BUILDING
- 20. FRANCIS DELAFIELD HOSPITAL,
N.Y.C.

To Reach the Medical Center: By subway, the Washington Heights Express of the IND Eighth Avenue or the Van Cortland Park train of the IRT Seventh Avenue. By bus, Fifth Avenue Bus #4 or #5. By car, the Westside Highway exit at the George Washington Bridge. Parking facilities are available at West 164th Street and Fort Washington Avenue.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creeds.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL '26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD '02



To Columbia Students

THIS HANDBOOK IS FOR YOUR USE AS A SOURCE OF CONTINUING REFERENCE. PLEASE SAVE IT. REPLACEMENT COPIES CAUSE EXPENDITURES WHICH SHOULD MORE DIRECTLY SERVE YOUR EDUCATION.

Columbia University • Faculty of Medicine
Nursing Students' Handbook
1968-1969

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York, N.Y. 10032

TELEPHONE: From 7 a.m. to 12:30 a.m.
(Area code 212) 579-1931

From 12:30 a.m. to 7 a.m.
(Area code 212) 579-2816 or 579-2817

Emergencies

In any emergency, notify the faculty member "on call" through the Maxwell Hall desk or, after midnight, through the Health Service.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Seniors:

Sturges

Juniors:

First floor, north corridor

Nursing Students' Handbook

1968-1969

Contents

THE HANDBOOK	3
TO THE STUDENT BODY	5
STUDENT GOVERNMENT AND PROFESSIONAL ORGANIZATIONS	6
University Student Council	9
Professional Organizations	10
GENERAL POLICIES	11
Your Room	11
Your Uniform	12
General Appearance and Conduct	13
Quiet Hours	14
Guests	14
Signing In and Out: Residents	15
Signing In and Out: Nonresident Students	18
Change of Home Address	18
Marriage	18
Vacations	19
Visiting Patients in the Medical Center	19
SERVICES AND FACILITIES	20
Automobiles	20
Banking Your Money	20
Employment	21
Health Service	21
Identification	22
Laundry	23
Libraries	24
Lost and Found	25
Luggage	25
Mail and Packages	26
Meals	26
Religious Life	28
Sewing Machines	29
Shops and Stores	29
Telephone Calls	30
Valuables	30
ACTIVITIES AND RECREATION	31
Entertainment	31
Music	32
Publications and Displays	32
Athletics Club	32
Theatre	33
Thrift Shop	34
CONSTITUTION	35

The Handbook

This handbook is intended to give you the information you need about Maxwell Hall and to serve as a guide to community facilities. Mrs. Bright, the Director of Student Affairs and Residence, and Miss Ticnor, the Director of Recreation, will be glad to explain any of the items more specifically or to supply information about the metropolitan area. Mrs. Bright and the Executive Board of the Student Government Association are responsible for the organization and administration of Maxwell Hall.

► TO FIND OUT WHAT IS GOING ON

Information of special interest is posted regularly on bulletin boards.

INFORMATION

WHERE POSTED

Department of Nursing
Class notices

South elevator lobby

Student government
Recreational notices
Lost and found
Special notices

Opposite telephone booths

Personal and
telephone messages

By Desk

Class notices
Clinical assignments
Vacation notices
Health notices: x-rays, tuber-
culins, etc.

North corridor

Library notices
Displays

Tod Memorial Library

Class and floor notices	South and north elevator lobbies on each resident floor
Activities Council	Lobby and South basement by passenger elevator
Class meetings	
Special events	Outside dining room

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board or in any public place must be approved by Mrs. Bright or Miss Ticnor.

To the Student Body

We are privileged to have Maxwell Hall. During your education here, the atmosphere at Maxwell Hall will make a significant contribution to your personal and professional growth.

The function of any social structure is to maintain the equilibrium of a society. Rules and regulations are established to make purposeful and responsible coexistence possible for the greatest number of people. This is the goal toward which we are striving.

Our purpose is not to impinge on personal freedoms but rather to allow the individual to live within her own code without jeopardizing the rights of others.

To fulfill this purpose, we have chosen to live within an honor system. *Honor* we define as an individual's conscientious evaluation of her respect for herself and others, in relation to order in the society in which she has chosen to live. Honor for the sake of honor alone is without reason. But honor for the sake of social accord, harmony, and order has purpose.

It is your respect for yourself and others in relation to your environment that helps maintain harmony and order and gives purpose to the honor system.

THE STUDENT GOVERNMENT ASSOCIATION

Student Government and Professional Organizations

The Student Government Association, under the authorization and with the advice of the faculty, is responsible for planning and maintaining many programs which affect student life. Every student is automatically a member of the Association. Officers of the Association are elected by the students and consist of a president, three vice presidents, a secretary, and a treasurer. The work of the Association is carried out through the five divisions described below—the Executive Board, Honor Board, Judiciary Board, Residence Council, and Activities Council. The election procedure for the five divisions is given in Article V of the Constitution.

ASSOCIATION OFFICERS, 1968–1969

President: Mary Reynolds

First Vice President: Molly Snell

Second Vice President: Janet Ott

Third Vice President: Karen Custer

Secretary: * _____

Treasurer: * _____

DIVISIONS OF THE ASSOCIATION

EXECUTIVE BOARD

The Executive Board administers the affairs of the Association. At monthly meetings it discusses questions submitted by any group, person, or division within the Association. The members of the Executive Board are as follows:

Association officers (see above) _____

Class presidents: _____ *Regina McCarthy (1969)*

*(1970)**

* To be elected from students entering in September 1968. Write in the names when announced.

Class representatives: Carol Sidofsky, Group A (1969)
 Joan Hagan, Group B (1969)
 _____(1970)*
 _____(1970)*

CUSC representative: Christine Tassone (1969)

Faculty representatives: Mrs. Bright; Misses Pettit and Ticnor.

HONOR BOARD

The Board acts on major infractions of the honor system which are referred to it by the Judiciary Board or faculty; it also acts as a court of appeals according to the individual's need. Its main purpose is to promote honor and the honor system. The members of the Honor Board are as follows:

Association officers: Mary Reynolds, President
 Molly Snell, First Vice President
 Janet Ott, Second Vice President
 Karen Custer, Third Vice President

Class presidents: Regina McCarthy (1969)
 _____(1970)*

Faculty representatives: Miss Pettit and Mrs. Bright

JUDICIARY BOARD

The Judiciary Board hears all infractions of Department of Nursing regulations and takes appropriate action. The members of the Board are as follows:

Chairman: Janet Ott

Class representatives:

 Nancy Billingham, Group A (1969)
 Polly Wright, Group B (1969)
 _____(1970)*
 _____(1970)*

RESIDENCE COUNCIL

The Residence Council creates and maintains living conditions conducive to the students' development and in accordance with the policies of the Department of Nursing. It makes rules to accomplish these ob-

* To be elected from students entering in September 1968. Write in the names when announced.

jectives with the approval of the Executive Board. The members of the Residence Council are as follows:

Chairman: Molly Snell

Class representatives: Mary Alice McLaughlin (1969)

(1970)*

One representative from each corridor

One representative from the Library Committee

One representative from the Sewing Committee

One representative from the incoming affiliating students

Adviser: Mrs. Bright

ACTIVITIES COUNCIL

The Activities Council coordinates and is responsible for all the activities in which students take part throughout the year. The members of the Council are as follows:

Chairman: Karen Custer

Class vice presidents: Parker Weisheit (1969)

(1970)*

Council secretary: _____ (1970)*

Association treasurer: _____ (1970)*

CUSC representative: Christine Tassone (1969)

Committee and club chairmen (see below)

Adviser: Miss Ticnor

The committees of the Council are listed below:

Affiliating Committee: Joyce Green, chairman

Athletics Club: Peggy Tuxen, chairman

Bridge Club: Mary Lee Woods and Wendy Washburn,
cochairmen

Bulletin Board Committee: Joyce Wollenberg, chairman

Columbia University Nurses' Chorus:

Ginny Shepard, president

Cosmopolitan Club: Sandi Gould and
Jean MacFadyen, cochairmen

Library Committee: _____, chairman

Sewing Committee: Rita Nagal, chairman

Social Committee: Elsa Nagle, chairman

ICON: Sandy Freeberg, editor

* To be elected from students entering in September 1968. Write in the names when announced.

CLASS OFFICERS**CLASS OF 1969**

President: Regina McCarthy
Vice President: Parker Weisheit
Secretary: Mary Zweighaft
Treasurer: Ann McCormick
Class Adviser: Shirlee Stokes

CLASS OF 1970*

President: _____
Vice President: _____
Secretary: _____
Treasurer: _____
Class Adviser: _____

THE HONOR SYSTEM

The honor system was established by the Student Government Association, with the support of the faculty, to help maintain the standards and regulations of the Department of Nursing. As a student in the Department you assume the obligation of self-government. The concept of honor includes your personal life, your academic work, and your conduct in the hospital.

Basic to maintaining an honor system is the understanding that you do your academic work independently, never submitting as your work that which has been done by anyone else, or permitting your work to be used by another student. If you wish to help another student, you are welcome to do so if the help is a constructive aid in learning. Giving or receiving aid during examinations is not permitted; the entire group is responsible for preventing violations. Quoted material must be enclosed in quotation marks, with proper references to sources.

A part of your obligation in self-government is the following: you are expected to report yourself for any violation and to ask an offender to report herself. If the offender does not report herself, it is your responsibility to report the infraction within twenty-four hours.

All violations of the regulations should be reported to the chairman of the Judiciary Board, with the exception of violations in the clinical areas. These should be reported to the head nurse in the area.

Attendance is required at student government and class meetings. If you have a special request concerning absence from a student government meeting, you must present your request to your class president at least twenty-four hours in advance.

► COLUMBIA UNIVERSITY STUDENT COUNCIL

The Council is composed of representatives from all divisions of the

* To be elected from students entering in September 1968. Write in the names when announced.

University. The number of representatives from a division is proportional to the number of students in that division. Thus, the Faculty of Medicine is entitled to two representatives and two alternate representatives. Christine Tassone '69 is the delegate from the Department of Nursing.

► PROFESSIONAL ORGANIZATIONS

STUDENT NURSES ASSOCIATION

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurses Association, under the advisership of the American Nurses Association and the National League for Nursing. The Association functions as a professional organization on the student level and endeavors to prepare the student for active participation in graduate organizations. Monthly meetings open to all nursing students are held at various nursing schools in the New York City area. Each year two delegates represent our Department at the annual conventions of the state and national associations.

HONORARY NURSING FRATERNITY

The Alpha Zeta Chapter of Sigma Theta Tau was instituted at Columbia University in 1964. Sigma Theta Tau is a national honor society of nursing whose members are elected on the basis of academic standing and leadership potential. Candidates are invited to join the chapter after completion of one half of the nursing program at Columbia and are inducted at a banquet which is held annually.

The purposes of Sigma Theta Tau are to recognize scholarship of superior quality, to encourage development of leadership qualities, and to foster high professional standards, creative work, and commitment on the part of individuals to the ideals and purposes of the profession of nursing.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, bedspreads, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to Mrs. Bright.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. If you want to hang pictures or other objects, use only the wall hooks provided for this purpose, as all other methods have proved defacing. You may place extra hooks along the molding near the ceiling or have extra hooks put in by the housekeeping department.
6. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
7. Fish and small turtles are the only pets permitted.
8. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the “old” rooms; one floor lamp and one table lamp, in the new rooms).

You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You should exercise care

in positioning extension cords and check all electrical equipment frequently for wear. *You may not iron or cook in your room.*

HOUSEKEEPING

Each week the housekeeping department cleans your room and changes the linen. You should consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. You should clear bureau tops, floors, and beds on cleaning day. Night nurses' rooms are cleaned before 9 a.m. Evening nurses and those who are sleeping late must be out of their rooms by noon to permit more efficient cleaning. You may place a sign on your door to indicate your schedule. Your wastebasket will be emptied every day if it is placed outside your door before 7 a.m. There is equipment available in the cleaning closet for your use between cleaning days. Members of the housekeeping department may refuse to clean a room.

ROOM CHANGES

You change rooms each year during the summer. Room requests may be submitted to Mrs. Bright during the second term. You may get a hamper from the mezzanine for moving your possessions. You may not move furniture—especially bureau drawers—from one room to another; nor may you add extra furniture to your room without Mrs. Bright's permission.

► YOUR UNIFORM

1. Your official uniform is a long-sleeved, blue-and-white-striped cotton dress with a starched white collar, white bib and apron, a white cap, and white shoes and stockings.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Hair that is shoulder length should be pulled back and tied. Hair longer than shoulder length (below the bottom of the collar) should be put up. Cosmetics, including nail polish, should be inconspicuous. Wedding and engagement rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) You are required to wear a wrist watch with a sweep second hand. Your uniform must be complete when worn below the second floor of Maxwell Hall. No part of your uniform is to be worn in the street. (However, you may wear your uniform

when going between Maxwell Hall and the hospital; use entrances on 168th Street, not Harkness Pavilion.)

2. You wear a special short-sleeved, white uniform with bib and apron when you are having your clinical experience in the operating room or in the maternity services. The uniform may be obtained from the sewing room the week preceding your clinical assignment. You also wear this uniform in the summer, between June 15 and September 1. You may obtain your uniforms from the sewing room in June. Attach a name tape to each piece. These uniforms are sent to the laundry with your weekly supply. After September 1, unless you are assigned to maternity or the operating room, remove the name tapes and return your uniforms, *freshly laundered*, to the sewing room.

3. When you do field work in public health, you wear the navy uniform with a white bow. You provide your own rain attire and black leather oxfords. You are required to rent an official navy-blue public health nursing coat, a uniform, and an overseas cap for mild weather or a wool hood for cold weather. This equipment is dispensed through the public health nursing office.

4. Students who have clinical workshops wear a white uniform and white shoes and stockings.

5. When you are not in uniform, you are required to wear a long-sleeved blue lab coat whenever you are going to be in the hospital.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewn on, in the sewing room. However, your uniforms must be laundered first. If your caps or collars need replacing, take them to the sewing room. You may obtain additional studs and collar buttons for five cents each in the sewing room from 9 to 5, Monday through Friday.

► GENERAL APPEARANCE AND CONDUCT

Suitable dress is one simple yardstick to bear in mind: dress in the city is more formal than on rural campuses. You may wear slacks, dungarees, and shorts year round in Maxwell Hall and to the corner. They may also be worn to breakfast and lunch. They may not be worn in the Hospital or in P & S. No hair rollers or night clothes are permitted below the second floor between 7 a.m. and 2 p.m.

1. Smokers are reminded to make note of areas in which smoking

is prohibited by law. Smoking in uniform is not acceptable in the Maxwell Hall lobby or Tod Library. Sensitivity to the appropriateness of smoking in uniform is important.

2. Alcoholic beverages may not be consumed in the residence.
3. No men are allowed above the first floor.

► QUIET HOURS

You are asked to observe the following in regard to quiet in the Hall:

1. General quiet hours are from 9 a.m. to 4 p.m. and from 10:30 p.m. to 7 a.m.
2. Play record players, radios, television sets, and musical instruments at room volume.

► GUESTS

You may have guests during the day or evening. Each visitor must stop at the Desk; the receptionist will then notify you of your guest's arrival by buzzing your room three times. You will not be informed of a visitor's arrival after 11 p.m. Your guests are also welcome to join you for all meals, which are reasonably priced.

If your friends are not staying overnight, they are expected to leave Maxwell Hall by 2 a.m. Guests visiting the infirmary must leave by 11 p.m.

Your friends are welcome at many activities of the Department of Nursing. If you wish to take them on a tour of the hospital during the day, you should get permission from Mrs. Bright from the faculty member on call, or from a member of the staff in the nursing office. You must wear your uniform or blue lab coat on these tours.

When accommodations are available you may have an overnight guest. You should notify Mrs. Bright of your guest's expected arrival twenty-four hours in advance, and before 5 p.m. on Fridays, by filling out a request slip obtainable at the Desk. A fee of \$5 is charged for failure to notify Mrs. Bright in advance. Failure to register a guest will result in a \$25 fine. If an occupied room is used for your guest, the student giving permission for the use of the room must sign the request slip. You should greet your guest when she arrives, see that she signs the guest book at the Desk, and show her to her room.

If your schedule does not allow this, you must arrange for someone else to welcome your guest in your place.

Whenever overnight guests leave the dorm, they must sign out and back in on the special flag sheet which is provided for their use at the Desk. Guests are free to take 2+'s, but they should understand that after 2 a.m. the front door is open only from 10 minutes before the hour to 10 minutes after the hour.

The special guest rates for rooms and meals are as follows:

\$1.00 per night for an empty room	Breakfast	\$1.00
.75 per night for an occupied room	Lunch	1.15
	Dinner	1.50

► SIGNING IN AND OUT: RESIDENTS

You may leave the residence between 7 a.m. and 2 a.m., but you must always sign out at the Desk, stating your destination, and sign in when you return. If you desire to leave the residence between 2 a.m. and 7 a.m., submit a request to Mrs. Bright or to the person on call after 5 p.m., so that she may be informed of your expected time of departure. A slip for this permission may be obtained at the Desk. No permission is needed to attend early Mass before 7 a.m.

DAY PERMISSION

The day sheet is signed when you are leaving Maxwell Hall at or after 7 a.m. and plan to return by 10:30 p.m. the same day.

LATE PERMISSION

There are two kinds of late permissions (passes) which enable you to return to Maxwell Hall after 10:30 p.m. These are explained below. The number you are eligible to take depends upon the length of time you have been in the nursing program.

2 a.m.: unlimited in number to all students.

2 a.m. *plus*: you may sign in any time up to 6 a.m. First-term Group B juniors may use this permission four times a month if they have no clinical assignment or class before 9 a.m. the following day. For all other students, these permissions are unlimited in number. This pass may not be used as an overnight. The doors of Maxwell Hall are locked at 2 a.m., and are opened every hour thereafter from ten

NAME: Doe, Mary Jane CLASS: 1969 MONTH: Sept 1968

Date	TIME OUT	TIME DESTINATION AND TELEPHONE	EXPECTED TIME IN	TIME IN
1				
2				
3				
4	4:00 PM	Corner	2:00 AM	1:30 AM
5				
6	5:00 PM	D.T.	2 f	1:15 AM
7				
8	6:30 PM	D.T.	2 +	5:05 AM
9				
10	8:00 PM	3 Park Avenue, Bloomfield, N.J.		
11		TEaneck 3-0214	"	
12			10:30 PM	9:00 PM
13				
14				
15				

minutes before the hour until ten minutes after the hour. If at all possible, you should plan your time according to the times when the doors will be open.

OVERNIGHT PERMISSION

When on an overnight permission students may not return to Maxwell Hall before 6 a.m. All first-term Group B juniors may sign out for an overnight if they do not have a clinical assignment or class before 9 a.m. the following day. All other students have no such restriction.

HOW TO SIGN IN AND OUT

For a Day Permission: 1. Sign your name in the appropriate column (class) on the large sign-out sheet on the Desk and fill in the data requested for the other columns. 2. When you return, enter the time in the designated column.

For a Late Permission: 1. Find your own card (color according to class) in the "IN" file box at the Desk (see the sample, page 16). 2. Fill in all information required opposite the appropriate date and place the card in the "OUT" box. 3. Sign the flag sheet designated *for your class* (the flag sheet lists all students out on late passes). 4. When you return, mark the time of arrival in the "IN" column opposite the appropriate date, and return the card to the "IN" box; then cross your name off the flag sheet.

For an Overnight Permission: 1. Sign your complete address, including area code and telephone number, on your individual card. 2. Write the "expected time in" on the line of the date on which you expect to return. 3. You must also sign your name on the flag sheet in the overnight book under the appropriate date and time of return.

For other absences: when you leave and return from summer vacation or after any specially arranged absence, you must sign in and out in the absence book at the Desk.

TO CHANGE THE TYPE OF PASS

To change a 10:30 to a later pass, or overnight: call 579-1931 before 10 p.m.

To change a 2 to a 2 plus or overnight: call 579-1931 before 12:30 a.m.

IN EMERGENCIES

To reach "person on call": before 12:30 a.m., dial 579-1931. After 12:30 a.m., dial 579-2816. From outside New York City, dial 212 (area code) 579 and the appropriate extension.

► SIGNING IN AND OUT: NONRESIDENT STUDENTS

Upon leaving Maxwell Hall the nonresident student must sign out on her appropriate sheet (instead of a card), which has her address and telephone number. Upon returning she must sign in.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill out, and leave it there for Mrs. Bright.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit.

Group A students are eligible to live outside Maxwell Hall beginning with the summer term. Group B students who are married are eligible beginning with the senior year; exceptions are made under special circumstances. Requests for such exceptions should be discussed with Miss Pettit. Residence must be no further than 30 minutes travel time by public transportation; a home telephone is essential. Your plans should be presented to the chairman of the Honor Board.

If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photostatic copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date. Mrs. Bright should also be notified so that the necessary changes in health coverage, such as a transfer to the Family Plan, can be made.

► VACATIONS

SUMMER

All personal possessions must be packed and removed from the room before you go on summer vacation, unless otherwise indicated. To have trunks and suitcases sent to your room one week before vacation begins, you must leave your name, room number, and request for the housekeeper at the Desk. Trunks are not to be taken into the rooms; they must be packed in the hall. If you need cartons as well, you should ask the housekeeper for them.

After the vacation, trunks may be left in the halls for unpacking, but must be ready for storage within one week from the official end of vacation. Storage space is provided for suitcases, trunks, and cartons. All items to be stored must be boxed and wrapped securely. They must be identified with tags or labels which may be obtained at the Desk and which must be firmly attached. If you need extra cartons the housekeeper may have some.

You must write legibly your complete home or vacation address in the vacation book at the Desk. Your keys must be left there when you sign out.

You are expected to return to Maxwell Hall after summer vacation by 10:30 p.m. of the day before you resume your program.

CHRISTMAS, MIDYEAR, AND SPRING VACATIONS

You must write legibly your complete home or vacation address in the absence and vacation book at the Desk. You do not turn in your keys.

All students are expected to leave the residence during Christmas, midyear, and spring vacations. Please notify Mrs. Bright if you plan to stay in the residence during these times. You will be charged \$1 a day to occupy your room. You will also be expected to pay for all meals.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform.

No plea of ignorance of the rules and regulations will be accepted as an excuse.

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the Department of Nursing and is limited beyond. The Medical Center parking lot offers limited parking to guests at \$1 for three hours plus 25¢ for each additional hour or part thereof. For longer periods of time there is a twelve-hour charge of \$3.25. Parking in front of Maxwell Hall must be limited to 30 minutes for students and their guests. You may obtain information about overnight parking from Mrs. Bright, the Director of Residence.

► BANKING YOUR MONEY

The Chemical Bank New York Trust Company, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to 4 p.m., Saturday and Sunday. Your endorsed check must be countersigned by Mrs. Bright at one of these times: 9 a.m., 12 noon, and 4 p.m., Monday through Friday. Checks may be left at the Desk for this purpose. You must endorse the check again at the cashier's window. If you wish to cash a check in an amount over \$100, you must make special arrangements with Mrs. Bright.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

Workshop checks cannot be cashed at the Bursar's or Accounting Offices.

► EMPLOYMENT

Babysitting for the families of the professional staff of the Medical Center is available to nursing students. After you have completed your first term in the Department of Nursing, you are eligible to apply. See Miss Ticnor, who will ask you to fill out an application form. When the faculty has approved your request, Miss Ticnor will notify you. Approval is granted on the basis of your need and your standing in the Department and in the community.

Requests for babysitters are posted on the bulletin board opposite the telephone booths. If you are interested, use the desk phone to telephone the family and sign your name in the book at the Desk. The standard rate of pay is \$1.25 an hour.

The Presbyterian Hospital offers some employment to students as nursing assistants.

► HEALTH SERVICE

Nursing Department Health Service, 3rd floor, south corridor, Maxwell Hall

Hours: open twenty-four hours a day

Telephone: 579-2816 or 2817

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: posted on the blackboard outside the Health Service door or on the health bulletin board on the north corridor of the first floor.

The staff of the Health Service supervises your health and medical care. The fifteen-bed infirmary of the Health Service is staffed day and night by graduate nurses. Students who are patients in the Infirmary may have visitors with the permission of the nurse in charge. If you wish to make other arrangements for medical care, you must discuss them with Dr. Neuberg.

If you become ill while in class or at work: you must first notify your instructor or the nurse in charge of your clinical area and then report to the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours and report your illness to the Health Service. *When you return*

from an illness or convalescence at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day, between 9 and 10 a.m. and between 8 and 9 p.m., so that your progress may be followed. If you are on the infirmary list, you are not to leave Maxwell Hall.

Before you return to your classes and clinical assignment after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or the Health Service nurse; this is also required before you are allowed to leave the residence hall.
2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.
3. Take the permission slip to the nursing office in the area where you are assigned and sign your name immediately on the special sheet provided for this purpose.
4. If your activities are still limited, permission to leave the residence must be obtained from Dr. Neuberg or from a member of the Health Service staff.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment, with the exception of those services not covered by the Blue Cross and Blue Shield Insurance Policy (dental and eye care and the like).

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Identification Card: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a gen-

eral emergency, would facilitate your return there. The card also contains data about you which would be important if you were injured. It will be issued to you by the Personnel Department and should be carried in your wallet. If you should lose your I.D. Card, you may obtain a replacement in the Personnel Office in the basement of Babies Hospital.

► LAUNDRY

YOUR UNIFORM

The Department of Nursing will take care of laundering your uniforms. All articles to be laundered through the Department must have name tags attached. The laundry allowance per week is two uniforms, five bib, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of the Director of Residence on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the desk and list on it all the items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room. If the missing articles are not there, they will be traced. If your laundry does not return when expected, you should first check all floors to make sure that it was not delivered to the wrong floor. If you still are unable to locate your laundry, you should notify Mrs. Bright that it is missing.

YOUR PERSONAL LAUNDRY

In Maxwell Hall laundry rooms with washers and dryers are available in the north corridors of the third, fifth, seventh, and ninth floors, and there are ironing rooms on all floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 15¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

There are two ironing boards in special ironing rooms on each floor. Because of fire regulations, ironing is permitted only in these rooms. You must supply your own iron.

► LIBRARIES

TOD MEMORIAL LIBRARY

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open daily from 8 a.m. to 12 midnight and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library during the day and early evening. Reserve books may be signed out after 9 p.m. and must be returned laundry, you should notify Mrs. Bright that it is missing.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the Department of Nursing and members of the medical profession, is one of the largest of its kind in the world. You may obtain the key to this room from the Desk.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform, you may be asked to present your Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 9:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 12 noon to 10 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University library system. It is on the Morningside campus, between Broadway and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill

out a special information card available at the Medical Library Desk, and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42nd Street. The general card catalogue is on the third floor in Room 315. The open stacks are found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue (at 161st Street) and 535 West 179th Street (between Audubon and Amsterdam Avenues). Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it. You then post the notice on the bulletin board. Articles left at the desk which are not claimed within two weeks are given to the Thrift Shop.

If you lose a valuable article such as a watch, report it to Mrs. Bright. A member of the Protective Department will ask you for information which may be of help in recovering the lost item.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage one week after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the housekeeper by leaving a written request at the Desk. Trunks are left on the mezzanine *only*. They are not to be taken to floors during the year.

To ship luggage from Maxwell Hall: leave a notice of express shipment at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece; write the value of the contents on one of the tags so that the proper billing can be made. Luggage must be locked, tagged, and placed outside your door by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mailbox opposite the telephone booths on the first floor. Mail is delivered to the boxes once a day before noon. You will find a box for outgoing mail at the Desk. For quick pickup, use the U.S. mailbox outside the front door of the residence.

If you receive a telegram, package, registered mail, or a special delivery letter, your name will be listed at the Desk, where you sign for them. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 6 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS

MAXWELL HALL CAFETERIA

The meal tickets for the dining room, issued monthly, are put in your mailbox. The tickets may not be transferred among students or visitors. If you lose your ticket, you may get another one at the Desk. Students not paying room and board may purchase meal tickets at the Desk.

Appropriate clothing must be worn: slacks and shorts may be worn only to breakfast and lunch. Curlers are not acceptable at any meal.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book. The rates are \$1 for breakfast, \$1.15 for lunch, and \$1.50 for dinner.

The cafeteria is open Monday through Friday, at the following hours:

Breakfast: 6:30 to 9

Luncheon: 11:45 to 1:45

Dinner: 5 to 6:45

If you are on duty or at an appointment and will be delayed past closing hours, you should call extension 2800 and make arrangements to have your lunch or dinner held until as late as 2 p.m. or 7 p.m. respectively. If you will be later than this, you may obtain a ticket on PH-4 for the Hospital Cafeteria.

THE SNACK NOOK

The Snack Nook is a cheerful room in the basement of Maxwell Hall which is provided with tables and chairs, various food and drink machines, and a machine to change quarters. Male guests are allowed until 2 a.m. All night clothes must be completely covered by a coat.

COFFEE SHOP IN THE PRESBYTERIAN HOSPITAL

The coffee shop on the first floor is open to students from 7 to 10:30 p.m., but at their own expense. Students on evening and night duty may obtain a special ticket from the Maxwell Hall Desk which gives them a free meal in the coffee shop between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks, up until 10:30 p.m., in the kitchenettes located in the north and south wings of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitchenette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

In the south kitchenette there are two percolators and cups, dishes, spoons, etc., for your use. If the kitchenette is locked, you may obtain the key at the Desk.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This dining room is used by nursing students when the Maxwell Hall

dining room is closed (Saturdays, Sundays, and holidays). Regular meal tickets are used and allow \$1.25 for breakfast, \$1.75 for lunch, and \$2 for dinner. You may have dinner either at *noon* or in the evening. The hours are as follows:

Breakfast: 6:30 to 9

Luncheon: 11 to 2

Dinner: 4 to 7:30

Students who are off duty are asked to comply with the following: (1) please use the cafeteria before 8:30 a.m. for breakfast (to avoid the last-minute crowds); (2) please avoid going to the cafeteria between 12:30 and 1:15 p.m.

► RELIGIOUS LIFE

PAULINE A. HARTFORD MEMORIAL CHAPEL

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Roman Catholic Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Saturday, at 12:10 p.m. in the Blessed Sacrament Chapel on the second floor.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the Intervarsity Christian Fellowship, the Newman Association, the Jewish undergraduate and graduate societies, and other religious activities on the Morningside campus.

The following full-time staff members maintain offices and libraries in Earl Hall (117th Street and Broadway) which are open every weekday of the academic year except some religious holidays:

The Reverend John D. Cannon, *Chaplain of the University*
Room 202. Telephone 280-3567 or 280-3568

The Right Reverend Monsignor James E. Rea, S.T.D., *Catholic Counselor*
Room 102. Telephone 280-3566

Rabbi A. Bruce Goldman, *Jewish Counselor*
Room 102. Telephone 280-3569 or 280-3570

The Reverend William F. Starr, *Protestant Counselor*
Room 110. Telephone 280-3571

CHURCHES IN THE CITY

You will find a directory of church services, which is posted each Saturday, on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINES

The two sewing machines in the Commons Room are available to all students through registration with a member of the Sewing Committee.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m., Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tuesday and Friday. Telephone extension: 2678. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 126, William Black Medical Research Building, and carries a full line of medical and nursing textbooks and all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a

film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste, and shampoo. Hours open: 7 p.m. to 10 p.m., Sunday through Friday, except holidays. Sponsored by the graduating class.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 11 p.m., the receptionist will buzz your room once. During the evening hours your calls are limited to five minutes, except for long distance calls, which are limited to ten minutes.

The receptionist will buzz you twice if she is trying to locate another person and three times if you have a guest in the lobby. Please buzz back so that the receptionist will know that you have received the message.

If you are on night duty, the receptionist will take messages for you until 4 p.m. After 4 p.m. the receptionist will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls are located in the basement and on the first, third, fourth, sixth, ninth, and eleventh floors of Maxwell Hall.

If you have trouble either receiving or placing a call, please note the date and time of the call in question and notify the receptionist immediately. If the problem persists, please notify Mrs. Bright within twenty-four hours.

► VALUABLES

You should lock your valuable in your closet or arrange with Miss Vanderbilt to keep them in the safe. You are encouraged not to keep large sums of money or other items of great value in your room. The Department cannot be responsible for loss of valuables or clothing. If you should have any trouble please notify Mrs. Bright immediately.

Activities and Recreation

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies at which nursing students are always welcome. There are also many club meetings and other activities on the Morningside campus in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards. Activities and recreational opportunities primarily available to students in the Department of Nursing are given below.

► ENTERTAINMENT

COMMONS ROOM: this comfortable lounge and quiet-activities room on the twelfth floor provides television, stereo, card tables, sewing machines, drawing tables, books, and easels. With the permission of the Residence Council, the room may be used for activities for all students (i.e., welcome parties for affiliating students) or activities for an entire class (i.e., the Half-Way Party). Students are responsible for cleaning the Commons Room after these activities.

DANCES: the Activities Council sponsors a formal Christmas dance, for which the Social Chairman and the vice presidents of each class serve as the committee. In addition, the Social Committee arranges many open house dances throughout the year.

GAME ROOM: you and your guests may use the television, piano, and ping pong table in this basement room until 12:15 a.m. Bridge parties sponsored and arranged by the Bridge Club are held in the Game Room.

HOSPITALITY: if hospitality is one of your interests, you might want to join the Affiliating Committee which welcomes the affiliating students, takes them on a tour of the Medical Center, escorts them to their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall.

► MUSIC

COLUMBIA UNIVERSITY NURSES' CHORUS: a small singing group which performs periodically throughout the year, giving both formal and informal concerts. Auditions are held in the spring and fall, and the group is open to both juniors and seniors.

VESPER CHOIR: this choir is composed of nursing and medical students and other interested medical personnel. They sing at the Wednesday Vespers in the Pauline A. Hartford Memorial Chapel.

► PUBLICATIONS AND DISPLAYS

BULLETIN BOARDS: the Bulletin Board Committee arranges artistic seasonal displays on the many bulletin boards in Maxwell Hall. Supplies for making posters advertising school functions may be obtained from the *Paint Pot* in the north corridor closet on the tenth floor. Posters for the first floor, the tunnel, or any public place must first be approved by Mrs. Bright or Miss Ticnor.

Stethoscope: the monthly publication of the Medical Center which reports news of research and the staff, and current events of the hospital.

ICON: a monthly student publication which provides opinions and news about the residence, nursing students and faculty members, coming events, current events, fine arts, and creative writing. All contributions are welcomed.

Starch and Stripes: the Department of Nursing yearbook published under the sponsorship of the graduating class. The editor for this year is Carla Hutzenlaub.

► THE ATHLETICS CLUB

BASKETBALL: if basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

BICYCLES: Two bikes are available for all residents of Maxwell Hall. In order that as many as possible may use them, the following rules have been made:

1. Bikes may be used from 7 a.m. to 10:30 p.m. No time limit has been set for keeping out the bikes; however, if this causes too many problems a limit may have to be set.
2. The bikes are locked down by the pool. The key may be signed out at the front desk and a \$1 deposit left to insure the return of the bike and key.
3. Bikes may be reserved by requesting the desired time in the book at the front desk.

PING-PONG: you will find a ping-pong table in the Game Room.

SKATING: if you like to skate, you may want to try two popular areas for ice skating during the winter months: Wollman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge.

SKIING: you have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England.

SUNBATHING: the roof on the south side of Maxwell Hall is recommended for sunbathing. Beach rolls and blankets for use on the roof may be found in the closet outside the Commons Room. You are not to use other blankets and pillows belonging to the residence.

SWIMMING: you may swim in the Maxwell Hall pool, in the sub-basement, Monday through Friday, 7 p.m. to 9 p.m. You may swim at other times if a registered lifeguard is in the group and no class is using the pool.

TENNIS: there are several tennis courts which belong to the Medical Center, on Riverside Drive near Maxwell Hall. The key is available at the switchboard.

VOLLEYBALL: games are played in Bard Hall gym between the nursing students and medical students. The games will be announced.

► THEATRE

The Cosmopolitan Club obtains tickets to concerts, the ballet, and operas in New York City, many of them at special rates for students. Each month the Club also obtains blocks of seats for current popular plays. These shows are advertised on the bulletin boards across from the telephones on the first floor, and at the main Desk. You may also get

discount tickets to plays, concerts, movies, and television shows from Miss Ticnor and from the Nursing Office on the fourth floor of Presbyterian Hospital.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

► THRIFT SHOP

Members of the Thrift Shop Committee collect clothing for donation to Everybody's Thrift Shop on Second Avenue at 60th Street. Proceeds from sales go to a Department of Nursing scholarship fund.

Constitution

Preamble

WE, THE STUDENTS of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The Association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purpose in relation to student living and social and other co-curricular activities. The Honor System is recognized as being vital to stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the Department and associated agencies.

The student entering the Department and the affiliating student accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

ARTICLE I. Name

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Hereafter it shall be referred to as the Association.

ARTICLE II. Membership

All students of the Department shall be active members of the Association.

ARTICLE III. Officers

The officers, who will be elected by the student body, shall consist of a President, three Vice Presidents, a Secretary, and a Treasurer.

ARTICLE IV. Advisers

All faculty representatives shall act in an advisory capacity.

ARTICLE V. Organization

Section 1. There shall be an Executive Board consisting of the following members:

The President of the Association

The three Vice Presidents of the Association

The Secretary of the Association

The Treasurer of the Association

The President of the Senior Class

Two representatives of the Senior Class: one from Group A and one from Group B

The President of the Junior Class

Two representatives of the Junior Class

The representative of the Senior Class to Area 8 of the Student Nurses' Association of New York State

The representative of the Senior Class to the Columbia University Student Council

The Chairman of the Affiliating Committee from the Senior Class

The representative of the Senior Class to the Columbia University Student Council.

A member from the faculty

The Director of Residence

The Director of Recreation

Student-Faculty Curriculum Committee

Section 2. There shall be an Honor Board consisting of the following members:

The President of the Association

The three Vice Presidents of the Association

The President of the Senior Class

The President of the Junior Class

A member from the faculty

The Director of Residence and Health or other faculty members as deemed necessary by the Honor Board

Section 3. There shall be a Residence Council consisting of the following members:

The First Vice President of the Association

One elected representative from each class

One representative from each corridor
The Chairman of the Library Committee
The Director of Residence and Health
One representative of the incoming Affiliating Students

Section 4. There shall be a Judiciary Board consisting of the following members:

The Second Vice President of the Association
Three representatives of the Senior Class: one from Group A, one from Group B, and one elected at large
Two representatives of the Junior Class: one from Group A and one from Group B

Section 5. There shall be an Activities Council consisting of the following members:

The Third Vice President of the Association
The committee and club chairmen
The Vice President of each class
The Secretary of the Activities Council
The Treasurer of the Association
The Junior Class representative to the Columbia University Student Council
The Junior Class cochairman of the Affiliating Committee
The Director of Recreation

ARTICLE VI. Meetings

Section 1. An annual meeting of the Association shall be held in the spring for the installation of the officers for the ensuing year.

Section 2. The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of the Board.

Section 3. The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

Section 4. The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

Section 5. The Judiciary Board shall meet at least once a month and whenever deemed necessary by the Chairman.

Section 6. The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the chairman.

ARTICLE VII. Class Organizations

Section 1. There shall be two class organizations:

The Senior Class and the Junior Class

Section 2. The Senior Class shall elect:

The President of the Class

The Vice President of the Class

The Secretary of the Class

The Treasurer of the Class

Two representatives to the Executive Board: one from Group A and
one from Group B

Three representatives to the Judiciary Board: one from Group A, one
from Group B, and one elected at large

One representative to the Residence Council

Chairman of the Social Committee

One representative to Area 8 of the Student Nurses' Association of
New York State

Three representatives to the Association Nominating Committee

Chairman of the Affiliating Committee

One delegate to represent the Department on the Columbia Univer-
sity Student Council

Two delegates to Student-Faculty Curriculum Committee

Section 3. The Junior Class shall elect:

The President of the Class

The Vice President of the Class

The Secretary of the Class

The Treasurer of the Class

Two representatives to the Executive Board: one from Group A and
one from Group B

Three representatives to the Judiciary Board: one from Group A,
one from Group B, and one member elected at large.

One representative to the Residence Council

The Secretary of the Activities Council

One representative to Area 8 of the Student Nurses' Association of
New York State

Three representatives to the Association Nominating Committee

One alternate delegate to the Columbia University Student Council,
who shall be strongly advised to run for the office again in the
senior year and who shall make it known by the second term of
her first year should she not be interested in running for re-election.

A cochairman of the Affiliating Committee
Two delegates to Student-Faculty Curriculum Committee

Section 4. A class adviser shall be appointed by the Executive Committee of the Faculty.

Section 5. Each class shall have a cabinet consisting of the officers and the adviser.

ARTICLE VIII. Amendment

The Constitution may be amended at a meeting of the Association, provided that a quorum—a majority of the membership—is present and voting and that proposed changes have been approved by the Executive Board and have been posted two weeks prior to the meeting. A member-at-large who desires a change may submit a proposed amendment, signed by at least twenty-five members of the Association, to the Executive Board. If the proposed amendment is approved by the Board, it shall be read by the Secretary at a meeting of the Association, under the heading of new business. After the amendment has been read, a two-thirds vote of the members present and voting is required for its adoption.

ARTICLE IX. Procedure of Meetings

Parliamentary procedure, according to *Robert's Rules of Order*, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

By-Laws

ARTICLE I. Duties of Membership

Section 1. To participate in the activities of this Association.

Section 2. Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

ARTICLE II. Duties of Officers

A. Association Officers

Section 1. The President of the Association shall have the power to

call a meeting of any branch of the Association. The President shall preside at meetings of the Association and the Executive Board; be chairman of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees. She may invite others to attend meetings of the Board at her discretion, when their attendance is pertinent. She will be a member *ex officio* of all divisions of the Association and shall represent the Association upon request to do so.

Section 2. The First Vice President of the Association shall assume the duties of the President in the absence of the latter. She shall be chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be chairman of the Student Committee on Junior Orientation to the Association, and shall represent that class until officers are elected.

Section 3. The Second Vice President of the Association shall assume the duties of the President in the absence of the President and the First Vice President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

Section 4. The Third Vice President of the Association shall assume the duties of the President in the absence of the President and of the First and Second Vice Presidents. She shall also be a member of the Executive Board and the Honor Board. She shall be chairman of the Activities Council and shall call and preside over those meetings.

Section 5. The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association.

Section 6. The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the approval of the Executive Board. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year. She shall also be a member of the Activities Council.

Section 7. Association Duties of Executive Board Representatives
a. The Senior Executive Board representative from Group A shall act as chairman of the Association Nominating Committee.

- b. The Senior Executive Board representative from Group B shall act as cochairman of the Dedication Ceremony Committee with the Vice President of the Senior Class and shall continue to represent the class on the Executive Board until the completion of her training in August.
- c. The Junior representatives to the Executive Board will act as co-chairmen of the Handbook Revision Committee.

Section 8. There shall be cochairmen in charge of the Affiliating Committee. They shall be responsible for the orientation and activities of the Affiliating Students. The Affiliating cochairman from the Senior Class shall be a representative on the Executive Board.

B. Class Officers

Section 1. It shall be the duty of the Class President to call meetings at any time. She shall preside at meetings of the Class and of the Cabinet. She shall be a member of the Association, the Honor, and the Executive Boards. It shall be her duty to appoint special committees, and she may invite others to attend meetings at her discretion, when their attendance is pertinent. She shall be a member *ex officio* of all class committees except the Nominating Committee and shall represent the Class upon request to do so.

Section 2. The Class Vice President shall assume the duties of the President in her absence. She shall be a member of the Cabinet, in charge of the Class social functions, and a member of the Social Committee of the Activities Council. The Senior Vice President shall also act as cochairman of the Dedication Ceremony Committee.

Section 3. The Class Secretary shall record proceedings of all meetings. She shall be a member of the Cabinet and shall also record its proceedings. She shall be responsible for proper notification of meetings of the Class and for all permanent records.

Section 4. The Class Treasurer shall have charge of the funds and shall keep an accurate record of them. She shall be a member of the Class Cabinet. She shall expend the funds with the approval of the President. She shall give a report at regular meetings.

Section 5. The Class Adviser shall be an honorary Class Member and share with the Class the responsibility for all its activities.

Section 6. The Cabinet shall consist of:

The Class President
The Vice President
The Secretary
The Treasurer
The Executive Board representatives of the Class
Any other persons whose presence the President deems pertinent

The Cabinet shall administer the affairs of the Class. It shall discuss any questions referred to it for consideration by any group or any individual and shall act on these matters, or submit proposals for action to the appropriate committees.

ARTICLE III. Divisions of the Association

Section 1. The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Senior Chairman of the Affiliating Committee. The elected officers of the Association shall have the power to act in emergency situations between sessions.

Section 2. The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with all cases referred by the Judiciary Board or the faculty. It shall act as a court of appeals. It shall meet at the discretion of the chairman to discuss issues of concern to individual students or student groups.

Section 3. The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. The Council shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Corridor representatives shall be selected at the discretion of the Chairman of the Residence Council by the first Tuesday in October.

Section 4. The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

Section 5. The Activities Council shall establish an efficient co-curricular program and coordinate school activities. There shall be a Secretary elected in October from the Junior Class.

- a. All standing committees and clubs of the Council shall be directly responsible to the Council.
- b. There shall be a variety of clubs and committees representing interests.

Section 6. Divisions of the Association and Classes shall submit to the Secretary of the Association an annual report in April and shall report at the meetings of the Membership, Executive Board, or Cabinet to which they are responsible.

ARTICLE IV. Meetings

Section 1. The Association shall hold scheduled meetings in September, November, January, March, and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

Section 2. Meetings of the divisions of the Association shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

Section 3. A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

Section 4. The order of business shall be as follows:

- a. Call to order.
- b. Report of the Secretary.
- c. Report of the Treasurer.
- d. Reports of the Classes.
- e. Reports of the Councils and Boards.
- f. Reports of the Standing Committees.
- g. Reports of the Special Committees.
- h. Report of the President.
- i. Old business.
- j. New business.
- k. Adjournment.

ARTICLE V. Nominations, Elections, and Recall**Section 1. Association nominations**

- a. The elected Nominating Committee of the Association and the Senior Class representative to the Executive Board from Group A shall meet in midwinter to receive nominations and to prepare a slate of candidates for the annual elections. If any member of the Nominating Committee is nominated for office, she will be replaced on the committee by a member appointed by the Class President.
- b. At a meeting of the Association, the President shall accept recommendations from the floor for the offices of President, First Vice President, Second Vice President, and Third Vice President of the Association.
- c. At a Junior Class meeting during the second week in October the First Vice President shall accept recommendations from the floor for the offices of Secretary and Treasurer of the Association.
- d. The Class President shall submit names and qualifications of the candidates to the Nominating Committee. Any individual wishing to run may submit her own qualifications directly to the Nominating Committee. This committee shall also solicit further candidates. The above will be voted on in a primary election which will reduce the number of nominees for each office to three, to be voted upon by the student body in a general election.
- e. A C+ average shall be the minimum grade requirement for all elected officers. A student considering a major office should consult her faculty adviser and the Nominating Committee as to her abilities to accept the responsibility of that office.
- f. No member of the Association shall be eligible for election to more than one office concurrently.
- g. The Nominating Committee shall consider the academic and health status of the nominees and shall present a slate at a meeting of the Association. Nominations shall then be accepted from the floor. The nominees must have agreed to run and must have maintained the required grade average and health status.

Section 2. Association elections

- a. The annual elections of the Association shall be held by the second week in March; the incoming class shall hold its election in the fall.

- b. The Officers of the Association shall be elected by ballot. They will be voted on in a primary election which will reduce the number of nominees for office to three, to be voted upon by the student body in a general election. The candidate receiving a plurality of votes cast is to be elected. The new officers shall sit in at the April meeting of the Executive Board, shall be installed at the beginning of the May meeting of the Association, and shall take office immediately.
- c. Three tellers appointed by the President of the Association shall be responsible for the mechanics of the election.
- d. Qualifications
 - 1. The President and the First, Second, and Third Vice Presidents shall be elected from the forthcoming Senior Class.
 - 2. The Secretary and Treasurer shall be elected from the Junior Class in the second week of October.

Section 3. Class nominations and elections

- a. Nominations shall be accepted from the floor at a class meeting and shall then be submitted to the Class Nominating Committee.
- b. The Class Nominating Committee shall work in the same manner as the Nominating Committee for the Association elections. It shall establish a slate based on students' academic and health approval.
- c. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
- d. The officers of the Senior Class shall be elected by the first week in April and shall take office at the time of the May meeting of the Association.
- e. The officers of the Junior Class shall be elected by the second week in October. The First Vice President of the Association shall accept nominations from the floor at a class meeting.
- f. All class representatives of the Association or any division thereof shall be elected at the time of the class elections.
- g. Each class may elect an honorary member (or members) who is known for his or her interest in nursing.

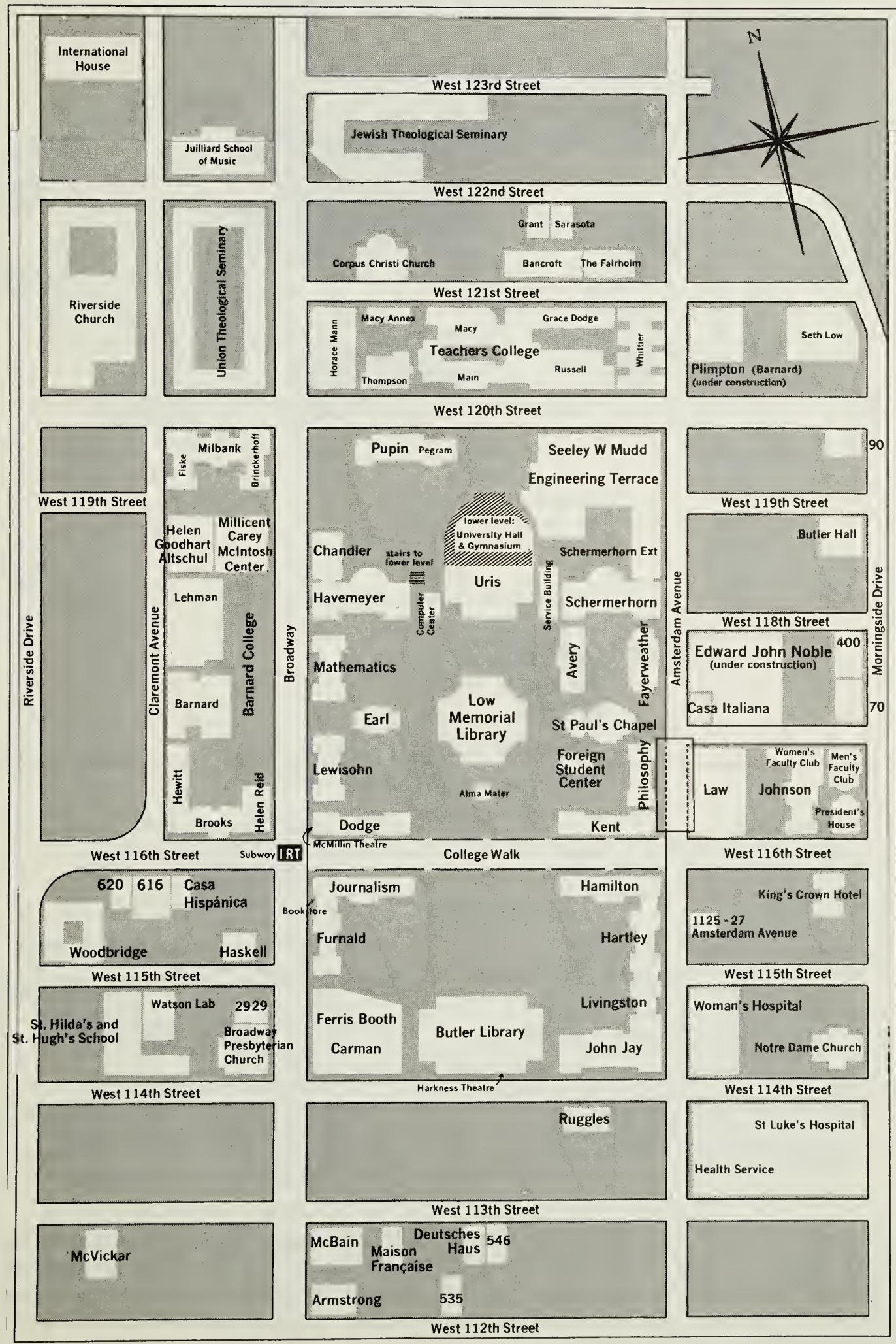
Section 4. Recall

- a. An officer of the Association may be recalled from office upon

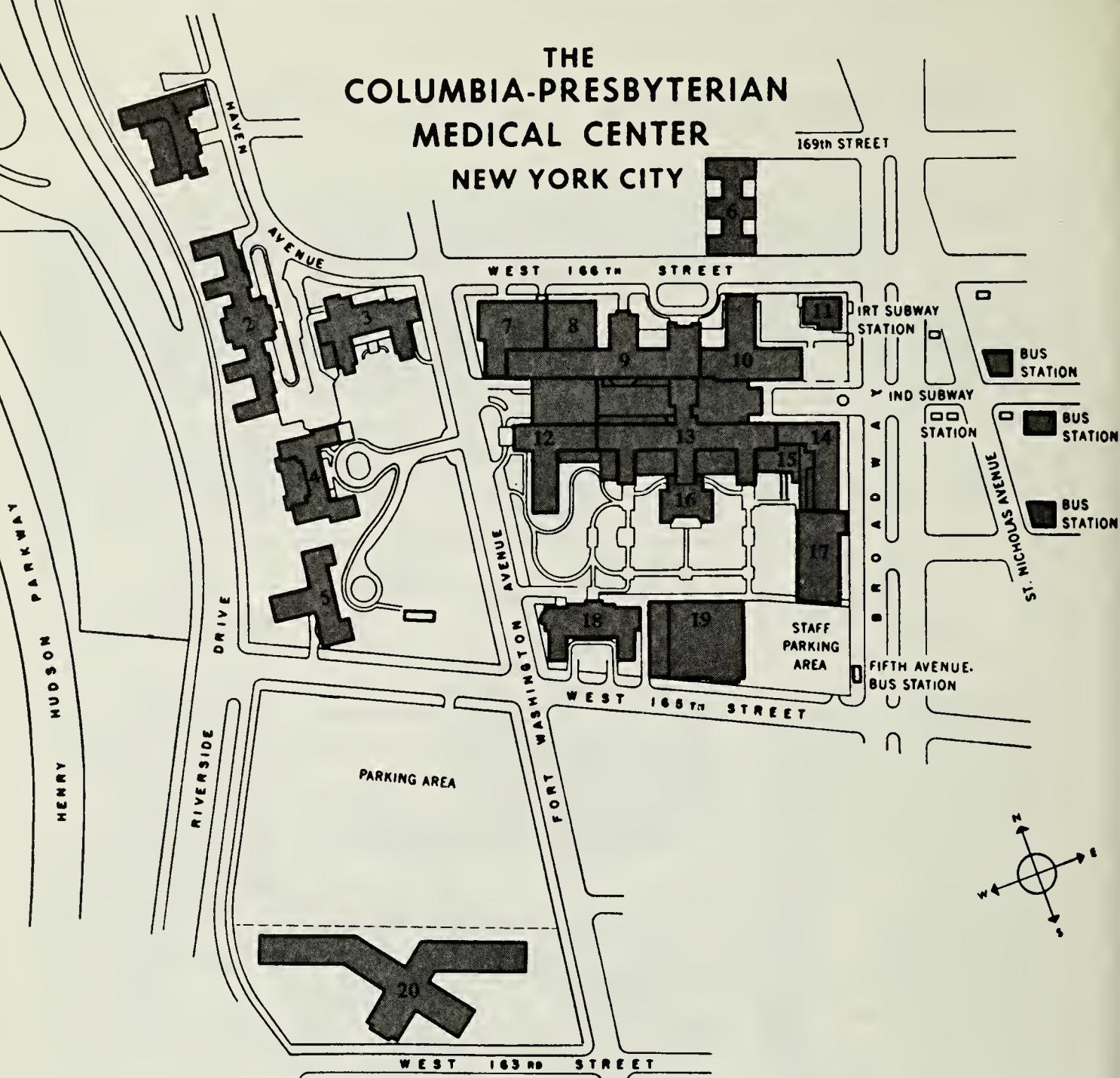
petition for recall signed by at least one-fourth of the members of the Association and confirmed by a two-thirds vote of the Association.

- b.* An officer of a class may be recalled from office upon petition for recall signed by at least one-fourth of the members of the class and confirmed by a two-thirds vote of the class.

The Morningside Campus & Environs



**THE
COLUMBIA-PRESBYTERIAN
MEDICAL CENTER
NEW YORK CITY**



1. BARD HALL
2. N.Y. STATE PSYCHIATRIC INSTITUTE
PSYCHOANALYTIC CLINIC
3. NEUROLOGICAL INSTITUTE
4. MAXWELL HALL
5. HARKNESS MEMORIAL HALL
6. GEORGIAN NURSES RESIDENCE
7. WILLIAM BLACK MEDICAL
RESEARCH BUILDING
8. ALUMNI AUDITORIUM
9. COLLEGE OF PHYSICIANS & SURGEONS
10. VANDERBILT CLINIC
SCHOOL OF DENTAL AND ORAL SURGERY
11. N.Y. CITY DEPARTMENT OF HEALTH
SCHOOL OF PUBLIC HEALTH AND
ADMINISTRATIVE MEDICINE
WASHINGTON HEIGHTS HEALTH
CENTER, N.Y.C.
12. HARKNESS PAVILION
13. PRESBYTERIAN HOSPITAL
N.Y. ORTHOPEDIC HOSPITAL
SLOANE HOSPITAL
SQUIER UROLOGICAL CLINIC
14. BABIES HOSPITAL
15. RADIOTHERAPY CENTER (UNDER
CONSTRUCTION)
16. PAULINE A. HARTFORD MEMORIAL
CHAPEL
17. PROPOSED BABIES HOSPITAL
RESEARCH TEACHING
AND
OFFICE ADDITION
18. INSTITUTE OF OPHTHALMOLOGY
19. CENTRAL SERVICE BUILDING
20. FRANCIS DELAFIELD HOSPITAL,
N.Y.C.

To Reach the Medical Center: By subway, the Washington Heights Express of the IND Eighth Avenue or the Van Cortland Park train of the IRT Seventh Avenue. By bus, Fifth Avenue Bus #4 or #5. By car, the Westside Highway exit at the George Washington Bridge. Parking facilities are available at West 164th Street and Fort Washington Avenue.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creeds.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL '26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD '02



To Columbia Students

THIS HANDBOOK IS FOR YOUR USE AS A SOURCE OF CONTINUING REFERENCE. PLEASE SAVE IT. REPLACEMENT COPIES CAUSE EXPENDITURES WHICH SHOULD MORE DIRECTLY SERVE YOUR EDUCATION.

Columbia University • Faculty of Medicine
Nursing Students' Handbook
1969-1970

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York, N.Y. 10032

TELEPHONE: From 7 a.m. to 12:30 a.m.
(Area code 212) 579-1931

From 12:30 a.m. to 7 a.m.
(Area code 212) 579-2816 or 579-2817

Emergencies

In any emergency, notify the faculty member "on call" through the Maxwell Hall desk or, after midnight, through the Health Service.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Seniors:

Sturges

Juniors:

First floor, north corridor

Nursing Students' Handbook

1969-1970

Contents

TO THE STUDENT BODY	3
STUDENT GOVERNMENT AND PROFESSIONAL ORGANIZATIONS 5	
Professional Organizations	9
GENERAL POLICIES	10
Your Room	10
Your Uniform	11
General Appearance and Conduct	12
Quiet Hours	13
Guests	13
Signing In and Out: Residents	14
Signing In and Out: Nonresident Students	16
Change of Home Address	16
Living Off Campus	16
Marriage	16
Vacations	17
Visiting Patients in the Medical Center	17
SERVICES AND FACILITIES	18
Automobiles	18
Banking Your Money	18
Employment	18
Health Service	19
Identification	20
Laundry	21
Libraries	22
Lost and Found	23
Luggage	23
Mail and Packages	24
Meals	24
Religious Life	26
Sewing Machines	27
Shops and Stores	27
Telephone Calls	28
Valuables	28
ACTIVITIES AND RECREATION	29
Entertainment	29
Publications and Displays	30
Athletic Activities	30
Theatre	31

To the Student Body

Welcome to Columbia University, the Department of Nursing, and the Medical Center society of which you are now a member. You will find your experiences here to be many and unique, offering opportunities for personal and professional growth.

As a member of the Student Government Association you will become involved by necessity in its affairs, for it is a self-governing society. Rules are few. Only the necessary rules are maintained. Our purpose is not to impinge on personal freedoms but to allow the individual to live within her own code without jeopardizing the rights of others. To achieve this aim, all students accept the obligation of self-government under the honor system. We define honor as an individual's conscientious evaluation of herself and others in relation to order in the society in which she lives for the sake of maintaining social accord and harmony. To achieve a functioning Honor System involves the active participation of everyone. Occasionally it entails inconvenience and unpleasantness, but these aspects lose their significance in light of the personal freedom and development it offers.

As a nursing student you are considered an *active* member of the Student Government Association. The Association is run by the students with faculty or staff advisers for its major divisions. It deals with matters concerning student affairs, and it is responsible for the honor system. All members are expected to participate in Association activities and attend Association meetings.

Communication is essential in the functioning of any society. It is our goal to function at the optimum; therefore we depend on feedback from everyone. Please consider it your responsibility to communicate your suggestions, ideas, and complaints to the appropriate people; i.e., faculty, administration, SGA or class officers, or committee members. Everyone's opinion counts.

This handbook presents necessary information about Maxwell Hall, the Medical Center, and general policies of the Department of Nursing. Any questions concerning recreation and activities should be directed to Miss Ticnor, the Director of Recreation. The Director of Student Affairs and Residence will be glad to explain any other items.

It is customary to include the constitution of SGA in the handbook. However, it is now undergoing revision; therefore it has not been included. Copies of the constitution will be distributed to everyone when the revision has been completed.

Grace te Velde
President of SGA

► TO FIND OUT WHAT IS GOING ON

Information of special interest is posted regularly on bulletin boards.

INFORMATION	WHERE POSTED
Department of Nursing	
Class notices	South elevator lobby
Student government	
Recreational notices	
Lost and found	Opposite telephone booths
Special notices	
Personal and telephone messages	By Desk
Class notices	
Clinical assignments	
Vacation notices	North corridor
Health notices: x-rays, tuber- culins, etc.	
Library notices	
Displays	Tod Memorial Library
Class and floor notices	South and north elevator lobbies on each resident floor
Activities Council	Lobby and South Basement by passenger elevator
Class meetings	
Special events	Outside dining room

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board or in any public place must be approved by the Director of Residence, Miss Ticnor, Miss Pettit, or Grace te Velde.

Student Government and Professional Organizations

The Student Government Association, under the authorization and with the advice of the faculty, is responsible for planning and maintaining many programs which affect student life. Every student is automatically a member of the Association. Officers of the Association are elected by the students and consist of a president, three vice presidents, a secretary, and a treasurer. The work of the Association is carried out through the five divisions described below—the Executive Board, Honor Board, Judiciary Board, Residence Council, and Activities Council. The election procedure for the five divisions is given in the Constitution.

ASSOCIATION OFFICERS, 1969—1970

President: Grace te Velde

First Vice President: Cindy Boyd

Second Vice President: Maureen Jordan

Third Vice President: Carol Curlee

Secretary: *_____

Treasurer: *_____

DIVISIONS OF THE ASSOCIATION

EXECUTIVE BOARD

The Executive Board administers the affairs of the Association. At monthly meetings it discusses questions submitted by any group, person, or division within the Association. The members of the Executive Board are as follows:

Association officers (see above) _____

Class presidents: Joyce Abrams (1970)

_____(1971)*

* To be elected from students entering in September 1969. Write in the names when announced.

Class representatives: Norma Simmons, Group A (1970)
 Jennie Downer, Group B (1970)
 _____ (1971)*
 _____ (1971)*

Faculty representatives: The Director of Residence, Misses Pettit and Ticnor.

HONOR BOARD

The Board acts on major infractions of the honor system which are referred to it by the Judiciary Board or faculty; it also acts as a court of appeals according to the individual's need. Its main purpose is to promote honor and the honor system. The members of the Honor Board are as follows:

Association officers: Grace te Velde, President
 Cindy Boyd, First Vice President
 Maureen Jordan, Second Vice President
 Carol Curlee, Third Vice President

Class presidents: Joyce Abrams (1970)
Maureen Jordan (1971)*

Faculty representatives: Miss Pettit and The Director of Residence

JUDICIARY BOARD

The Judiciary Board hears all infractions of Department of Nursing regulations and takes appropriate action. The members of the Board are as follows:

Chairman: Maureen Jordan
Class representatives:

_____ Group A (1970)*
 _____ Group B (1970)*
 _____ (1971)*
 _____ (1971)*

RESIDENCE COUNCIL

The Residence Council creates and maintains living conditions conducive to the students' development and in accordance with the policies of the Department of Nursing. It makes rules to accomplish these ob-

* To be elected from students entering in September 1969. Write in the names when announced.

jectives with the approval of the Executive Board. The members of the Residence Council are as follows:

Chairman: Cindy Boyd

Class representatives:

Dale Saunders (1970)

_____(1971)*

One representative from each corridor

One representative from the Library Committee

One representative from the Sewing Committee

One representative from the incoming affiliating students

Adviser: The Director of Residence

ACTIVITIES COUNCIL

The Activities Council coordinates and is responsible for all the activities in which students take part throughout the year. The members of the Council are as follows:

Chairman: Carol Curlee (1970)

Class vice presidents: Debbie Lawrence (1970)
_____(1971)*

Council secretary: _____(1971)*

Association treasurer: _____(1971)*

Adviser: Miss Ticnor

The committees of the Council are listed below:

Affiliating committee: Chairman to be announced

Athletics Club: Alicia Shiland and Ann McDonald, cochairmen

Bridge Club: Barbara Browning

Sample Shop: Judy Brown and Linda Clark, cochairmen

Big Sister: Mandy Burr, chairman

Library Committee: _____, chairman

Social Committee: Corki Goldsmith, chairman

ICON: Suzi Schwab, editor

Yearbook: Evvy Hay, editor

Paint Pot: _____

Columbia Nurses' Chorus: _____

SCHOLASTIC COMMITTEES

Nursing Practice: Denise Buckawick and Debbie Bardh

Behavioral Science: Norma Simmons and Cindy Wanamaker

* To be elected from students entering in September 1969. Write in the names when announced.

Biological Science: Jo-Anne Casamento and Robbin Clark

Student-Faculty Curriculum: Group A: Robbin Clark

Group B: Joan Buckley

At large: Peggy Noback

Lynnanne Jacobs

Nancy Swengel

CLASS OFFICERS

CLASS OF 1970

President: Joyce Abrams

Vice President: Debbie Lawrence

Secretary: Diane Skowronski

Treasurer: Sister Anne Albiez

Class Adviser: Mary Barone

CLASS OF 1971*

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Class Adviser: _____

THE HONOR SYSTEM

The honor system was established by the Student Government Association, with the support of the faculty, to help maintain the standards and regulations of the Department of Nursing. As a student in the Department you assume the obligation of self-government. The concept of honor includes your personal life, your academic work, and your conduct in the hospital.

Basic to maintaining an honor system is the understanding that you do your academic work independently, never submitting as your work that which has been done by anyone else, or permitting your work to be used by another student. If you wish to help another student, you are welcome to do so if the help is a constructive aid in learning. Giving or receiving aid during examinations is not permitted; the entire group is responsible for preventing violations. Quoted material must be enclosed in quotation marks, with proper references to sources.

A part of your obligation in self-government is the following: you are expected to report yourself for any violation and to ask an offender to report herself. If the offender does not report herself, it is your responsibility to report the infraction within twenty-four hours.

All violations of the regulations should be reported to the chairman of the Judiciary Board, with the exception of violations in the clinical areas. These should be reported to the head nurse in the area.

Attendance is required at student government and class meetings. If you have a special request concerning absence from a student govern-

* To be elected from students entering in September 1969. Write in the names when announced.

ment meeting, you must present your request to your class president at least twenty-four hours in advance.

► PROFESSIONAL ORGANIZATIONS

STUDENT NURSES ASSOCIATION

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurses Association, under the advisership of the American Nurses Association and the National League for Nursing. The Association functions as a professional organization on the student level and endeavors to prepare the student for active participation in graduate organizations.

HONORARY NURSING FRATERNITY

The Alpha Zeta Chapter of Sigma Theta Tau was instituted at Columbia University in 1964. Sigma Theta Tau is a national honor society of nursing whose members are elected on the basis of academic standing and leadership potential. Candidates are invited to join the chapter after completion of one half of the nursing program at Columbia and are inducted at a banquet which is held annually.

The purposes of Sigma Theta Tau are to recognize scholarship of superior quality, to encourage development of leadership qualities, and to foster high professional standards, creative work, and commitment on the part of individuals to the ideals and purposes of the profession of nursing.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to the Director of Residence or to the receptionist at the Desk.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. If you want to hang pictures or other objects, use only the wall hooks provided for this purpose or masking tape, as all other methods have proved defacing. You may place extra hooks along the molding near the ceiling or have extra hooks put in by the housekeeping department.
6. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
7. Fish and small turtles are the only pets permitted.
8. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the "old" rooms; one floor lamp and one table lamp, in the new rooms).

You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You should exercise care

in positioning extension cords and check all electrical equipment frequently for wear. *You may not iron or cook in your room.*

HOUSEKEEPING

Each week the housekeeping department cleans your room and changes the linen. You should consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. You should clear bureau tops, floors, and beds on cleaning day. Night nurses' rooms are cleaned before 9 a.m. Evening nurses and those who are sleeping late must be out of their rooms by noon to permit more efficient cleaning. You may place a sign on your door to indicate your schedule. Your wastebasket will be emptied every day if it is placed outside your door before 7 a.m. There is equipment available in the cleaning closet for your use between cleaning days. Members of the housekeeping department may refuse to clean a room.

ROOM CHANGES

You change rooms each year during the summer. You may get a hamper from the mezzanine for moving your possessions. You may not move furniture—especially bureau drawers—from one room to another; nor may you add extra furniture to your room without permission from the Director of Residence.

► YOUR UNIFORM

1. Your official uniform is a long-sleeved, blue-and-white-striped cotton dress with a starched white collar, white bib and apron, a white cap, and white shoes and stockings.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Hair that is shoulder length should be pulled back and tied. Hair longer than shoulder length (below the bottom of the collar) should be put up. Cosmetics, including nail polish, should be inconspicuous. Wedding and engagement rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) Students with pierced ears may wear small gold studs. You are required to wear a wrist watch with a sweep second hand. Your uniform must be complete when worn below the second floor of Maxwell Hall. No part of your uniform is to be worn in the street. (However, you may wear your uniform when going

between Maxwell Hall and the hospital; use entrances on 168th Street, not Harkness Pavilion.)

2. You wear a special short-sleeved white uniform with bib and apron when you are having your clinical experience in the operating room, in the maternity services, and in the summertime. Uniforms may be obtained from the sewing room the week preceding your clinical assignment. Attach your name tape. You send these uniforms with your weekly laundry. At the end of your experience in maternity or the operating room, and at the end of the summer term, remove the name tapes and return the uniforms, *freshly laundered* to the sewing room.

3. When you do field work in public health, you wear the navy uniform with a white bow. You provide your own rain attire and black shoes. You are required to rent an official navy-blue public health nursing coat, a uniform, and an overseas cap for mild weather or a wool hood for cold weather.

4. Students who have clinical workshops wear a white uniform and white shoes and stockings.

5. When you are not in uniform, you are required to wear a long-sleeved blue lab coat whenever you are going to be in the hospital. Lab coats may be purchased in the sixth floor Sample Shoppe.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewn on, in the sewing room in the basement. However, your uniforms must be laundered first. If your collars need replacing, take them to the sewing room. You may obtain additional studs and collar buttons for five cents each in the sewing room from 9 to 5, Monday through Friday.

► GENERAL APPEARANCE AND CONDUCT

Suitable dress is one simple yardstick to bear in mind: dress in the city is more formal than on rural campuses. You may wear slacks, dungarees, and shorts year round in Maxwell Hall and to the corner. They may also be worn to all meals. They may not be worn in the Hospital or in P & S. No hair rollers or night clothes are permitted below the second floor between 7 a.m. and 2 a.m.

1. Smokers are reminded to make note of areas in which smoking is prohibited by law. Smoking in uniform is not acceptable in the Maxwell Hall lobby or Tod Library. Sensitivity to the appropriateness of smoking in uniform is important.

2. Students are permitted to have alcoholic beverages in their rooms. It is understood that each student will use her discretion as to the appropriate time, amount, and usage by herself and her friends. Special arrangements should be made with the Chairman of Activities Council for the serving of alcoholic beverages in any room on the first or basement floors.

3. Male Guests: Parietal hours Friday and Saturday 8 p.m.–1:45 a.m. Sunday 2 p.m.–10 p.m.

Stipulations:

1. caller must sign in and out and be escorted up and down by the resident he is visiting.
2. caller is not permitted above the eleventh floor.
3. caller is to use rest rooms on the second floor and must be escorted to and from the second floor.

► QUIET HOURS

You are asked to observe the following in regard to quiet in the Hall:

1. General quiet hours are from 9 a.m. to 4 p.m. and from 10:30 p.m. to 7 a.m.
2. Play record players, radios, television sets, and musical instruments at room volume.

► GUESTS

You may have guests during the day or evening. Each visitor must stop at the Desk; the receptionist will then notify you of your guest's arrival by buzzing your room three times. You will not be informed of a visitor's arrival after 12 midnight. Your guests are also welcome to join you for all meals, which are reasonably priced.

If your friends are not staying overnight, they are expected to leave Maxwell Hall by 2 a.m. Guests visiting the infirmary must leave by 11 p.m.

Your friends are welcome at many activities of the Department of Nursing. If you wish to take them on a tour of the hospital during the day, you should get permission from a member of the staff in the nursing office. You must wear your uniform or blue lab coat on these tours.

When accommodations are available you may have an overnight guest. You should notify the Director of Residence of your guest's expected arrival twenty-four hours in advance, and before 5 p.m. on Fridays, by filling out a request slip obtainable at the Desk. A fee of \$5 is charged for failure to notify the Director of Residence in advance. Failure to register a guest will result in a fine. If an occupied room is used for your guest, the student giving permission for the use of the room must sign the request slip. You should greet your guest when she arrives, see that she signs the guest book at the Desk, and show her to her room. If your schedule does not allow this, you must arrange for someone else to welcome your guest in your place.

Whenever overnight guests leave the dorm, they must sign out and back in on the special flag sheet which is provided for their use at the Desk. Guests are free to take 2+'s, but they should understand that after 2 a.m. the front door is open only from 10 minutes before the hour to 10 minutes after the hour.

The special guest rates for rooms and meals are as follows:

\$5.00 per night for an empty room	Breakfast	\$1.05
\$1.00 per night for an occupied room	Lunch	a la carte
	Dinner	1.58

► SIGNING IN AND OUT: RESIDENTS

You may leave the residence after 10:30 p.m., but you must always sign out at the Desk, stating your destination (if possible), and sign in when you return. If you desire to leave the residence between 2 a.m. and 7 a.m., submit a request to the Director of Residence or to the person on call after 5 p.m., so that the watchman may be informed of your expected time of departure. A slip for this permission may be obtained at the Desk. No permission is needed to attend early Mass before 7 a.m.

LATE PERMISSION

There are two kinds of late permissions (passes) which enable you to return to Maxwell Hall after 10:30 p.m. These are explained below. The number you are eligible to take depends upon the length of time you have been in the nursing program.

2 a.m.: unlimited in number to all students.

2 a.m. plus: you may sign in any time up to 6 a.m. First-term Group B juniors may use this permission four times a month if they have

no clinical assignment or class before 9 a.m. the following day. For all other students, these permissions are unlimited in number. This pass may not be used as an overnight. The doors of Maxwell Hall are locked at 2 a.m., and are opened every hour thereafter from ten minutes before the hour until ten minutes after the hour. If at all possible, you should plan your time according to the times when the doors will be open.

OVERNIGHT PERMISSION

When on an overnight permission students may not return to Maxwell Hall before 6 a.m. All first-term Group B juniors may sign out for an overnight if they do not have a clinical assignment or class before 9 a.m. the following day. All other students have no such restriction.

HOW TO SIGN IN AND OUT

For a Late Permission: 1. Find your own card in your class file box at the Desk. 2. Fill in all information required opposite the appropriate date and attach color time tag; i.e. red before 2 a.m., blue 2 a.m., yellow after 2 a.m. 3. When you return, mark the time of arrival in the "IN" column opposite the appropriate date.

For an Overnight Permission: 1. Sign your complete address, including area code and telephone number, on your individual card. 2. Write the "expected time in" on the line of the date on which you expect to return. 3. Attach green overnight tag to your card.

Vacations and Specially Arranged Absences: sign out appropriately on card.

TO CHANGE THE TYPE OF PASS

To change to a later pass, or overnight: call 579-1931 before 12 midnight. After this time call the Health Service at 579-2816.

IN EMERGENCIES

To reach the Desk or "person on call": before 12:30 a.m., dial 579-1931. After 12:30 a.m., dial 579-2816. From outside New York City, dial 212 (area code) 579 and the appropriate extension.

► SIGNING IN AND OUT: NONRESIDENT STUDENTS

Upon leaving Maxwell Hall the nonresident student must sign out on her appropriate sheet (instead of a card), which has her address and telephone number. Upon returning she must sign in.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill out, and leave it there for the Director of Residence.

► LIVING OFF CAMPUS

Group A students are eligible to live outside Maxwell Hall beginning with the summer term. Group B students who are married are eligible beginning with the senior year; exceptions are made under special circumstances. Requests for such exceptions should be discussed with Miss Pettit. Residence must be no further than 30 minutes travel time by public transportation; a home telephone is essential. Your plans should be presented to the chairman of the Honor Board.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit.

If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photostatic copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date. the Director of Residence should also be notified so that the necessary changes in health coverage, such as a transfer to the Family Plan, can be made.

► VACATIONS

SUMMER

You must write legibly your complete home or vacation address on your sign out card at the Desk. Your keys must be left there when you leave.

You are expected to return to Maxwell Hall after summer vacation by 10:30 p.m. of the day before you resume your program.

CHRISTMAS, MIDYEAR, AND SPRING VACATIONS

You must write legibly your complete home or vacation address on your sign out card at the Desk. You do not turn in your keys.

All students are expected to leave the residence during Christmas, midyear, and spring vacations. Please notify the Director of Residence if you plan to stay in the residence during these times. You will be charged \$1 a day to occupy your room. You will also be expected to pay for all meals.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform or lab coat.

No plea of ignorance of the rules and regulations will be accepted as an excuse.

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the Department of Nursing and is limited beyond. The Medical Center parking lot offers limited parking to guests at \$1 for three hours plus 25¢ for each additional hour or part thereof. For longer periods of time there is a twenty-four-hour charge of \$3.25. Parking in front of Maxwell Hall must be limited to 30 minutes for students and their guests.

► BANKING YOUR MONEY

The Chemical Bank, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 7 p.m., Monday through Friday, and from 9 a.m. to 5 p.m., Saturday, Sunday, and holidays. Your endorsed check must be countersigned by the Director of Residence, Mrs. Fisher, Miss Ticnor, Mrs. Staats, or Miss Pettit, Monday through Friday. Checks may be left at the Desk for this purpose. You must endorse the check again at the cashier's window. You may cash up to \$100 Monday through Thursday and up to \$50 Friday through Sunday and on holidays.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

Paychecks cannot be cashed at the Bursar's or Accounting Offices.

► EMPLOYMENT

Babysitting for the families of the professional staff of the Medical

Center is available to nursing students. See Miss Ticnor, who will ask you to fill out an application form.

Requests for babysitters are posted on the bulletin board opposite the telephone booths. If you are interested, use the desk phone to telephone the family and sign your name in the book at the Desk. The standard rate of pay is \$1.25 an hour.

The Presbyterian Hospital offers some employment to students as nursing assistants and practical nurses (if licensed).

► HEALTH SERVICE

Nursing Department Health Service, 3rd floor, south corridor, Maxwell Hall

Hours: open twenty-four hours a day

Telephone: 579-2816 or 2817

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: posted on the blackboard outside the Health Service door or on the health bulletin board on the north corridor of the first floor.

The staff of the Health Service supervises your health and medical care. The fifteen-bed infirmary of the Health Service is staffed day and night by graduate nurses. Students who are patients in the Infirmary may have visitors with the permission of the nurse in charge. If you wish to make other arrangements for medical care, you must discuss them with Dr. Neuberg.

If you become ill while in class or at work: you must first notify your instructor or the nurse in charge of your clinical area and then report to the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours and report your illness to the Health Service. Inform the Health Service of your clinical schedule and your illness will be reported to the proper persons. *When you return from an illness or convalescence* at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day, between

9 and 10 a.m. and between 8 and 9 p.m., so that your progress may be followed. If you are on the infirmary list, you are not to leave Maxwell Hall.

Before you return to your classes and clinical assignment after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or the Health Service nurse; this is also required before you are allowed to leave the residence hall.
2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.
3. Take the permission slip to the nursing office in the area where you are assigned and sign your name immediately on the special sheet provided for this purpose.
4. If your activities are still limited, permission to leave the residence must be obtained from Dr. Neuberg or from a member of the Health Service staff.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment, with the exception of those services not covered by the Blue Cross and Blue Shield Insurance Policy (dental and eye care and the like).

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Columbia University Identification Card: Your C.U.I.D. card will admit you to the libraries and activities on the main Columbia campus.

Medical Center Identification Card: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a general emergency, would facilitate your return there. The card also contains data about you which would be important if you were injured. It will be issued to you by the Personnel

Department and should be carried in your wallet. If you should lose your I.D. Card, you may obtain a replacement in the Personnel Office in the basement of Babies Hospital.

► LAUNDRY

YOUR UNIFORM

The Department of Nursing will take care of laundering your uniforms. All articles to be laundered through the Department must have name tags attached. The laundry allowance per week is two uniforms, five bibs, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of the Director of Residence on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the desk and list on it all the items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room. If the missing articles are not there, they will be traced. If your laundry does not return when expected, you should first check all floors to make sure that it was not delivered to the wrong floor. If you still are unable to locate your laundry, you should notify the sewing room.

YOUR PERSONAL LAUNDRY

In Maxwell Hall laundry rooms with washers and dryers are available in the north corridors of the third, fifth, seventh, and ninth floors, and there are ironing rooms on all floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 15¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

There are two ironing boards in special ironing rooms on each floor. Because of fire regulations, ironing is permitted only in these rooms. You may supply your own iron or the residence council representative on your floor can lend you one of the dormitory irons.

► LIBRARIES**TOD MEMORIAL LIBRARY**

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open daily from 8 a.m. to 12 midnight and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library during the day and early evening. Reserve books may be signed out after 9 p.m. and must be returned by 9 a.m.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the Department of Nursing and members of the medical profession, is one of the largest of its kind in the world. You may obtain the key to this room from the Desk.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform, you may be asked to present your C.U.I.D. Card or Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 9:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 12 noon to 10 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University library system. It is on the Morningside campus, between Broadway and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill

out a special information card available at the Medical Library Desk, and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42nd Street. The general card catalogue is on the third floor in Room 315. The open stacks are found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue (at 161st Street) and 535 West 179th Street (between Audubon and Amsterdam Avenues). Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it. You then post the notice on the bulletin board.

If you lose a valuable article such as a watch, report it to the Director of Residence. A member of the Protective Department will ask you for information which may be of help in recovering the lost item.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage one week after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the housekeeper, Mrs. Bohler, by leaving a written request at the Desk. Trunks are left on the mezzanine *only*. They are not to be taken to floors during the year.

To ship luggage from Maxwell Hall: leave a notice of express shipment

at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece; write the value of the contents on one of the tags so that the proper billing can be made. Luggage must be locked, tagged, and placed outside your door by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mailbox opposite the telephone booths on the first floor. Mail is delivered to the boxes once a day before noon. You will find a box for outgoing mail at the Desk. For quick pickup, use the U.S. mailbox outside the front door of the residence.

If you receive a telegram, package, registered mail, or a special delivery letter, your name will be listed at the Desk, where you sign for them. The Desk will buzz your room for a special delivery letter and endeavor to contact you directly for a telegram. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 6 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS

MAXWELL HALL CAFETERIA

The meal tickets for the dining room, issued monthly, are put in your mailbox. The tickets may not be transferred among students or visitors. If you lose your ticket, you may get another one at the Desk. Students not paying room and board may eat in the cafeteria at guest rates.

Appropriate clothing must be worn: slacks and shorts may be worn to all meals. Curlers are not acceptable at any meal.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book.

The cafeteria is open Monday through Friday, at the following hours:

Breakfast: 6:30 to 9

Luncheon: 11:45 to 1:45

Dinner: 5 to 6:45

If you are on duty and will be delayed past closing hours, you should call extension 2800 and make arrangements to have your lunch or dinner held until as late as 2 p.m. or 7 p.m. respectively. If you will be later than this, you may obtain a pink ticket for the Hospital Cafeteria from the nursing service office in the unit.

THE SNACK NOOK

The Snack Nook is a cheerful room in the basement of Maxwell Hall which is provided with tables and chairs, various food and drink machines, and a machine to change quarters. Male guests are allowed until 2 a.m. All night clothes must be completely covered by a coat and a scarf worn over curlers.

COFFEE SHOP IN THE PRESBYTERIAN HOSPITAL

The coffee shop on the first floor is open to students from 7 p.m. to 12:45 a.m. at their own expense. Students on evening and night duty may obtain a special ticket from the Maxwell Hall Desk which gives them a free meal in the coffee shop between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks, up until 10:30 p.m., in the kitchenettes located in the north and south wings of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitchenette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

In the south kitchenette there are two percolators and cups, dishes, spoons, etc., for your use. If the kitchenette is locked, you may obtain the key at the Desk.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This dining room is used by nursing students when the Maxwell Hall

dining room is closed (Saturdays, Sundays, and holidays). Regular meal tickets are used and allow \$1.25 for breakfast, \$1.75 for lunch, and \$2 for dinner. You may have dinner either at *noon* or in the evening. The hours are as follows:

Breakfast: 6:30 to 9

Luncheon: 11 to 2

Dinner: 4 to 7:30

Students who are off duty are asked to comply with the following: (1) please use the cafeteria before 8:30 a.m. for breakfast (to avoid the last-minute crowds); (2) please avoid going to the cafeteria between 12:30 and 1:15 p.m.

► RELIGIOUS LIFE

PAULINE A. HARTFORD MEMORIAL CHAPEL

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Roman Catholic Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Saturday, at 12:10 p.m. in the Blessed Sacrament Chapel on the second floor.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the activities and groups associated with the Center for Religion and Life on the Morningside campus.

Full-time staff members maintain offices and libraries in Earl Hall (117th Street and Broadway) which are open every weekday of the academic year except some religious holidays.

For information on the activities of the Center for Religion and Life, telephone 280-3574.

CHURCHES IN THE CITY

You will find a directory of church services on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINES

The two sewing machines in the Commons Room are available to all students through registration with a member of the Sewing Committee.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m., Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tuesday and Friday. Telephone extension: 2678. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 126, William Black Medical Research Building, and carries a full line of medical and nursing textbooks and all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste, and shampoo. Hours open: 7 p.m. to 10 p.m., Sunday through Friday, except holidays. Sponsored by the graduating class. This year's cochairmen are Judy Brown and Linda Clark.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 12 midnight, the receptionist will buzz your room once.

The receptionist will buzz you twice if she is trying to locate another person and three times if you have a guest in the lobby. Please buzz back so that the receptionist will know that you have received the message.

If you are on night duty, the receptionist will take messages for you until 4 p.m. After 4 p.m. the receptionist will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls are located on most floors of Maxwell Hall.

If you have trouble either receiving or placing a call, please note the date and time of the call in question and notify the receptionist immediately. If the problem persists, please notify the Director of Residence within twenty-four hours.

► VALUABLES

You should lock your valuables in your closet or arrange with the Director of Residence to keep them in the safe. You are encouraged not to keep large sums of money or other items of great value in your room. The Department cannot be responsible for loss of valuables or clothing. If you have any trouble please notify the Director of Residence immediately.

Activities and Recreation

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies at which nursing students are always welcome. There are also many club meetings and other activities on the Morningside campus in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards. Activities and recreational opportunities primarily available to students in the Department of Nursing are given below.

► ENTERTAINMENT

COMMONS ROOM: this comfortable lounge and quiet-activities room on the twelfth floor provides television, stereo, card tables, sewing machines, drawing tables, books, and easels. With the permission of the Residence Council chairman, the room may be used for activities for all students (i.e., welcome parties for affiliating students) or activities for an entire class (i.e., the Half-Way Party). Students are responsible for cleaning the Commons Room after these activities.

DANCES: the Activities Council sponsors a formal Christmas dance, for which the Social Chairman and the vice presidents of each class serve as the committee. In addition, the Social Committee arranges many open house dances throughout the year.

GAME ROOM: you and your guests may use the television, piano, and ping pong table in this basement room until 2 a.m. Bridge parties sponsored and arranged by the Bridge Club are held in the Game Room.

HOSPITALITY: if hospitality is one of your interests, you might want to join the Affiliating Committee which welcomes the affiliating students, takes them on a tour of the Medical Center, escorts them to their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall. If you wish to act as hostess or tour guide for School guests, including applicants, contact Mrs. Fisher in Maxwell Hall.

► PUBLICATIONS AND DISPLAYS

BULLETIN BOARDS: Supplies for making posters advertising school functions may be obtained in the tenth-floor Paint Pot. Posters for the first floor, the tunnel, or any public place must first be approved by the Director of Residence or Grace te Velde.

Stethoscope: the monthly publication of the Medical Center which reports news of research and the staff, and current events of the hospital.

ICON: a monthly student publication which provides opinions and news about the residence, nursing students and faculty members, coming events, current events, fine arts, and creative writing. All contributions are welcomed.

Yearbook: the Department of Nursing yearbook is an all-school annual publication, distributed to each student in May.

Spectator: the Columbia University daily newspaper. Copies are available each day on the table by the mailboxes.

Pertinent notices about events of the coming week may be posted in the elevators on five-by-eight cards and must be secured by masking tape.

► ATHLETIC ACTIVITIES

BASKETBALL: if basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

BICYCLES: Two bikes are available for all residents of Maxwell Hall. In order that as many as possible may use them, the following rules have been made:

1. Bikes may be used from 7 a.m. to 10:30 p.m. No time limit has been set for keeping out the bikes; however, if this causes too many problems a limit may have to be set.
2. The bikes are locked down by the pool. The key may be signed out at the front desk and a \$1 deposit left to insure the return of the bike and key.
3. Bikes may be reserved by requesting the desired time in the book at the front desk.

PING-PONG: you will find a ping-pong table in the Game Room.

SKATING: if you like to skate, you may want to try two popular areas for ice skating during the winter months: Wollman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge.

SKIING: you have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England.

SUNBATHING: the roof on the south side of Maxwell Hall is recommended for sunbathing. Beach rolls and blankets for use on the roof may be found in the closet outside the Commons Room. You are not to use other blankets and pillows belonging to the residence.

SWIMMING: you may swim in the Maxwell Hall pool, in the sub-basement, Monday through Friday, 7 p.m. to 9 p.m. You may swim at other times if a registered lifeguard is in the group and no class is using the pool.

TENNIS: there are several tennis courts which belong to the Medical Center, on Riverside Drive near Maxwell Hall. The key is available at the switchboard.

VOLLEYBALL: games are played in Bard Hall gym between the nursing students and medical students. The games will be announced.

► THEATRE

Miss Ticnor obtains tickets to concerts, the ballet, TV shows, movies, and operas in New York City, many of them at special rates for students. These shows are advertised on the bulletin boards across from the mailboxes on the first floor, and at the main Desk. Some are free! You may also get discount tickets from the Nursing Office.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

**THE
COLUMBIA-PRESBYTERIAN
MEDICAL CENTER
NEW YORK CITY**



1. BARD HALL
2. N.Y. STATE PSYCHIATRIC INSTITUTE
PSYCHOANALYTIC CLINIC
3. NEUROLOGICAL INSTITUTE OF NEW YORK
4. MAXWELL HALL
5. HARKNESS MEMORIAL HALL
6. DANA W. ATCHLEY PAVILION
7. GEORGIAN NURSES RESIDENCE
8. WILLIAM BLACK MEDICAL
RESEARCH BUILDING
9. ALUMNI AUDITORIUM
10. COLLEGE OF PHYSICIANS & SURGEONS
11. VANDERBILT CLINIC
SCHOOL OF DENTAL AND ORAL SURGERY
12. DEPARTMENT OF HEALTH
SCHOOL OF PUBLIC HEALTH AND
ADMINISTRATIVE MEDICINE
WASHINGTON HEIGHTS HEALTH
CENTER, N.Y.C.

13. HARKNESS PAVILION
14. PRESBYTERIAN HOSPITAL
N.Y. ORTHOPEDIC HOSPITAL
SLOANE HOSPITAL
SQUIER UROLOGICAL CLINIC
15. BABIES HOSPITAL
16. RADIOTHERAPY CENTER
17. PAULINE A. HARTFORD MEMORIAL
CHAPEL
18. BABIES HOSPITAL RESEARCH,
TEACHING, AND OFFICE
ADDITION
19. INSTITUTE OF OPHTHALMOLOGY
ADDITION
20. INSTITUTE OF OPHTHALMOLOGY
21. CENTRAL SERVICE BUILDING
22. FRANCIS DELAFIELD HOSPITAL,
N.Y.C.

To Reach the Medical Center: By subway, the Washington Heights Express of the IND Eighth Avenue or the Van Cortland Park train of the IRT Seventh Avenue. By bus, Fifth Avenue Bus #4 or #5. By car, the Westside Highway exit at the George Washington Bridge. Parking facilities are available at West 164th Street and Fort Washington Avenue.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creeds.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL ’26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD ’02



To Columbia Students

THIS HANDBOOK IS FOR YOUR USE
AS A SOURCE OF CONTINUING REF-
ERENCE. PLEASE SAVE IT. REPLACES
MANY TOPICS CAUSE EXPENDITURES
WHICH SHOULD MORE EFFECTU-
ALLY FOLLOW.

Columbia University • Faculty of Medicine
Nursing Students' Handbook

1970-1971

To Get in Touch with Maxwell Hall

ADDRESS: 179 Fort Washington Avenue, New York, N.Y. 10032

TELEPHONE: From 7 a.m. to 12:30 a.m.
(Area code 212) 579-1931

From 12:30 a.m. to 7 a.m.
(Area code 212) 579-2816 or 579-2817

Emergencies

In any emergency, notify the faculty member "on call" through the Maxwell Hall desk or, after midnight, through the Health Service.

FIRE

See directions on the back of the door of your room.

MAJOR COMMUNITY DISASTER, INCLUDING CIVIL DEFENSE

For a city-wide emergency follow civil defense directions on floor bulletin boards.

OTHER COMMUNITY DISASTERS

The Medical Center has procedures for handling emergencies of varying scope. A committee representing the major departments has these procedures under constant review. Emergencies are announced through the public address system of the Medical Center.

Procedure for Students: When in clinical areas or classrooms, the faculty member or nurse in charge will give you directions. Students in their rooms will be called as necessary. When sent to the "student-nurse pool" report as follows:

Seniors:	Sturges
Juniors:	First floor, north corridor

Nursing Students' Handbook

1970-1971

Contents

DIRECTORY	3
STUDENT ASSOCIATION AND PROFESSIONAL ORGANIZATIONS	
Student Association Bylaws	4
Professional Organizations	17
GENERAL POLICIES	
19	
Your Room	19
Your Uniform	20
General Appearance and Conduct	21
Quiet Hours	22
Guests	22
Signing In and Out: Residents	23
Professional Organizations	17
SERVICES AND FACILITIES	
26	
Automobiles	26
Banking Your Money	26
Employment	26
Health Service	27
Identification	28
Laundry	29
Libraries	30
Lost and Found	31
Luggage	31
Mail and Packages	32
Meals	32
Religious Life	34
Sewing Machines	35
Shops and Stores	35
Telephone Calls	35
Valuables	36
ACTIVITIES AND RECREATION	
37	
Entertainment	37
Publications and Displays	38
Athletic Activities	38
Theatre	39

Directory

► TO FIND OUT WHAT IS GOING ON

Information is posted regularly, and you will be held responsible for knowing what is there. Any notice which is to appear on a first-floor bulletin board or in any public place must be approved by Miss Spagnola, Director of Residence; Miss Ticnor, Director of Recreation; Miss Pettit, Director of Nursing Education; or Carol Steinsieck, President of the Student Association.

INFORMATION	WHERE POSTED
Department of Nursing	
Class notices	South elevator lobby
Student government	
Recreational notices	
Lost and found	Opposite telephone booths
Special notices	
Personal and telephone messages	By Desk
Class notices	
Clinical assignments	
Vacation notices	North corridor
Health notices: x-rays, tuber- culins, etc.	
Library notices	
Displays	Tod Memorial Library
Class and floor notices	South and north elevator lobbies on each resident floor
Activities Council	Lobby and South Basement by passenger elevator
Class meetings	
Special events	Outside dining room

Student Association and Professional Organizations

STUDENT ASSOCIATION OFFICERS, 1970-1971

President: Carol Steinsieck

Secretary: * _____

Treasurer: * _____

Student Life Committee: Nancy Huber

Social Activities Committee: Judith Rosenfield

Annual Activities Committee: Deborah Mull

Human Relations Committee: Margaret Mitchell

Student Coordinating Committee: Christine Petze

Communications Committee: Sarah Shine

* To be elected from the Class of 1972

Bylaws[†]

Preamble

We, the undergraduate students of the Department of Nursing of the Faculty of Medicine, Columbia University, do organize as the Student Association and establish these bylaws for the following purposes:

1. To meet the needs of students and to maintain their rights.
2. To provide the organization necessary for the expression of student views and interests.
3. To facilitate the administration of student affairs.

[†] Revised 1970

4. To cooperate and coordinate with the faculty and administration in raising the general, intellectual, and professional standards of the department.
5. To foster recognition of the professional responsibilities of the student to the department, community, and humanity.
6. To promote the cultural, social, and physical welfare of the students.

The Student Association shall be the official representative of the student body. The students delegate to the Student Association the power and authority to act on behalf of the student body.

We believe in the honor system as a just and right code by which the students shall live in an academic and social framework. The honor system is one in which each student shall conscientiously govern her behavior in relation to the individual and group rights of others in order to maintain social harmony. We believe that the Student Association has the right to determine the judicial affairs of its students as incorporated in the legislation of the Association.

The responsibility for taking action to obtain these goals is placed upon the Student Association.

The Faculty and ~~A~~ administration accept the Student Association as the official representative of the student body.

ARTICLE I. Name

The name of this organization shall be the Student Association of the Department of Nursing of the Faculty of Medicine, Columbia University.

ARTICLE II. Membership

Each student in the Department of Nursing shall be a member of the Association.

ARTICLE III. Funds

Section 1. *Finances and Separate Accounts.* Finances for the affairs of the Association shall be obtained from (1) the yearly

allotment from Columbia University, (2) dues paid annually by each Association member, and (3) yearbook fees and Sample Shoppe income. Separate accounts shall be kept by the Treasurer of the monies obtained from each of these sources.

Section 2. *Financing Committees.* The Columbia University allotment shall be used to finance the activities of all committees and any other Association activity, with the approval of the Executive Board.

Section 3. *Reporting Expenditures.* All expenditures shall be reported to the Treasurer immediately by the student involved.

Section 4. *Payment and Use of Dues.* Association dues shall be collected in September and are nonrefundable. The amount of the dues shall be determined by the Executive Board when formulating the yearly budget in the spring. An amount designated by the Executive Board shall be set aside each year for the Gratuitous Fund, which shall be used for memorials and gifts of appreciation from the Association. The remainder of the dues shall be used for other expenses not covered by the Columbia University allotment. Any other group requiring money from this source must submit a request to the Treasurer for consideration by the Executive Board.

Section 5. *Yearbook Fees and Sample Shoppe Income.* Yearbook fees and Sample Shoppe income shall be used to finance the yearbook. Fees for the yearbook shall be collected in September. The amount of the fee shall be determined by the Treasurer and Yearbook Editor when formulating the annual budget, with the approval of the Executive Board.

Section 6. *Annual Budget.* An annual budget shall be prepared by the Treasurer and approved by the Executive Board in the spring. It shall indicate for the ensuing year the funds available for each committee according to its need, the amount of Association dues and the yearbook fee, and the estimated yearbook cost.

ARTICLE IV. Officers and Their Duties

Section 1. *Officers.* The officers, who shall be elected by the Association, shall consist of a President, a Secretary, and a Treasurer.

Section 2. *President.* The President of the Association shall be a member of the incoming senior class. The President shall:

- a. Oversee and coordinate all Association committees.
- b. Call and conduct all regular and special meetings of the Association and of the Executive Board.
- c. Invite others to attend meetings of the Association and Executive Board at her discretion.
- d. Create, with the consent of the Executive Board, such standing or ad hoc committees as she deems necessary to carry out the function of the Association.
- e. Appoint the chairmen of the ad hoc committees, with the consent of the Executive Board, and approve the appointment of committee members made by the chairmen thereof.
- f. Appoint Association members to fill vacated positions.
- g. Be knowledgeable concerning all Association activities and be responsible for determining areas of deficiency and initiating improvements.
- h. Orient the Student Life Committee representatives to the Association and Faculty structure and functioning.
- i. Represent the Association when appropriate.
- j. Be an ex officio member of all committees of the Association, without vote.
- k. Have all other powers necessary to carry out the provisions of these bylaws.

Section 3. *Secretary.* The Secretary of the Association shall be elected from the junior class. The Secretary shall:

- a. Serve as Secretary of the Executive Board.

- b. Record proceedings of the Association and Executive Board meetings.
- c. Be responsible for issuing notices of Association and Executive Board meetings.
- d. Be responsible for the permanent records of the Association.
- e. Handle Association and Executive Board correspondence.
- f. Perform all other functions incident to such office.

Section 4. *Treasurer.* The Treasurer of the Association shall be elected from the junior class. The Treasurer shall:

- a. Keep records of all Association funds.
- b. Expend the funds upon proper approval of the Executive Board.
- c. Submit to the Executive Board in the spring the current expenditures and the proposed budget for the following year.
- d. Send annual notices of dues to members in the summer; collect dues in the fall and give a receipt for all money received.
- e. Deposit all money of the Association in a bank designated by the Executive Board.
- f. Perform all duties and functions incident to such office.

ARTICLE V. Executive Board

Section 1. *Name and Membership.* The governing body of the Association shall be called the Executive Board. Membership shall consist of:

- a. The officers of the Association.
- b. Three members elected by the junior class.
- c. The chairmen of the following standing committees:
Student Life

Student Coordinating
✓ Annual Activities
Social Activities
Human Relations
Communications

- d. The chairmen of existing ad hoc committees.
- e. The members of the Advisory Council.

Section 2. *Function and Duties.* It is the responsibility of the Executive Board to administer the affairs of the Association and to make decisions and establish policy in the best interest of the student body. It shall meet at monthly intervals. The duties of the Executive Board shall be to:

- a. Act as a channel of communication for the students within the academic community.
- b. Coordinate student activities and committees.
- c. Receive and act on reports and recommendations from all divisions of the Association.
- d. Discuss issues referred to it by any group or individual within the Association and act on these matters or submit proposals for action to the appropriate committees.
- e. Vote on all proposals made to it by Association committees.
- f. Approve the proposed budget and all treasury expenditures.
- g. Be responsible for ongoing evaluation of Association efficiency and instituting necessary change.
- h. Form ad hoc or special committees whenever deemed necessary.
- i. Approve all amendments and additions to the bylaws of the Association and submit them to the Association for adoption.

Section 3. *Voting Procedure.* A motion may be passed only by a majority of the total voting membership of the Executive Board. The President shall vote only in case of a tie. De-

cisions of the Executive Board may be overruled by a two-thirds vote of members present at an Association meeting.

Section 4. *Quorum.* A quorum at any meeting of the Executive Board shall consist of a majority of the members of the Executive Board.

Section 5. *Junior Members.* The junior members shall be available to serve as members or chairmen of ad hoc committees and subcommittees.

ARTICLE VI. Advisory Council

Section 1. *Membership.* Membership of the Advisory Council shall consist of the Directors of Nursing Education, Residence, and Recreation, and the Faculty Adviser.

Section 2. *Duties.* The members of the Advisory Council shall serve as nonvoting advisers to the Association and in this capacity be members of the Executive Board.

Section 3. *Selection of the Faculty Adviser.* A Faculty Adviser to the Association shall be chosen in January by the Executive Committee of the Faculty. She shall assume this position immediately and serve for one year.

ARTICLE VII. Standing Committees

Section 1. *Selection and Duties of Chairman.* Each standing committee shall be presided over by a chairman who shall be elected by the Association from the incoming senior class. Duties of the chairmen of the standing committees shall be to:

- a. Represent the committee on the Executive Board.
- b. Call and conduct the meetings of the committee monthly and whenever she deems necessary.
- c. Submit committee reports to the Communications Committee.

- d. Submit an annual summary of committee affairs to the Secretary of the Association in the spring.
- e. Act as liaison between her committee and the Executive Board and any other group or individual when appropriate.
- f. Be responsible for initiating committee action in areas considered appropriate by the Executive Board.
- g. Aid the new committee members by remaining an active member of the committee during the summer session after her term as chairman, or appoint another committee member to serve on the committee if she is unable.

Section 2. *Student Life Committee.* It shall consist of a chairman, one permanent Association representative from each corridor, one representative for every twenty students living off campus, and one temporary representative for each affiliating group. The chairman shall assume the duties of the President of the Association in her absence or inability to serve. The duties of the committee members shall be to:

- a. Discuss and formulate policies concerning student welfare, such as safety, health, residence, and Medical Center affairs.
- b. Be knowledgeable regarding the functioning of the Association committees and act as a reference person for all students on such matters.
- c. Coordinate the interests and activities of the Association for all Faculty of Medicine students.

Section 3. *Student Coordinating Committee.* It shall consist of a chairman and student representatives appointed by the chairman to the various Faculty committees. The duties of the chairman shall be to:

- a. Obtain in September from the Chairman of the Executive Committee of the Faculty a list of student positions to be filled on Faculty committees.

- b. Appoint individual students as representatives on Faculty committees, with the approval of the Executive Board.
- c. Be knowledgeable concerning the functions of all Faculty committees.
- d. Orient the various representatives to their role on the committees.
- e. Suggest or refer problems or topics to be discussed by students at committee meetings.
- f. Coordinate student activity on the Faculty committees.
- g. Assume the duties of the President of the Association in the absence or inability of the President and the chairman of the Student Life Committee to serve.

Committee members shall:

- a. Represent the Association on the Faculty committee of which they are a member.
- b. Take an active part in the functioning of the Faculty committee of which they are a member.
- c. Submit written reports from their respective committees to the Coordinating Committee Chairman.
- d. Be responsible for knowing the areas of student interest and concern pertaining to their particular Faculty committee.

Section 4. *Annual Activities Committee.* It shall be composed of a chairman, two members elected from the senior class, and three from the junior class. The committee shall:

- a. Coordinate and direct annual activities (orientation, dedication, big sister party, graduation, Christmas affairs).
- b. Form subcommittees to organize and direct each of the annual activities.
- c. Appoint a chairman to each of the subcommittees, either from the Annual Activities Committee or from

the Association, who will be responsible for selecting subcommittee members.

Section 5. *Social Activities Committee.* It shall be made up of a chairman, two members elected from the senior class, and two from the junior class. The committee shall:

- a. Coordinate and direct any activities or events of a continuing social nature (dances, athletics, clubs, movies).
- b. Appoint a chairman to each of the subcommittees, either from the Social Activities Committee or from the Association who will be responsible for selecting subcommittee members.

Section 6. *Human Relations Committee.* It shall consist of a chairman, two members elected from the senior class, and two from the junior class. The committee shall:

- a. Stimulate student interest and coordinate student involvement in community projects and events of a human relations nature.
- b. Obtain speakers on subjects pertinent to Association interests.

Section 7. *Communications Committee.* It shall consist of a chairman, two members elected from the senior class and two from the junior class, and the Yearbook Editor and Business Manager. The chairman shall be responsible for facilitating all communication for the Association. The committee shall:

- a. Obtain periodic reports from the Executive Board, standing committees, ad hoc committees, and all subcommittees.
- b. Publish a bimonthly Association newsletter containing progress reports from all Association committees, information on organizations and events at the Medical Center, community, and city which are of interest to the Association, and information on events concerning the nursing profession.
- c. Publicize major Association committee meetings and activities.

Section 8 Honor Roll

ARTICLE VIII. Ad Hoc Committees

Formation and Function. The ad hoc committees shall be formed at the discretion of the Executive Board. The chairman of such a committee shall be appointed by the Executive Board from its members or from the Association. The chairman will be responsible for selecting members and calling meetings as she deems necessary, and for supervising all business of the committee.

ARTICLE IX. Honor Board and Review Board

Section 1. **Honor Board.** The Honor Board is the judicial body handling student violations of the honor system. It shall consist of four members: the junior representative to the Executive Board receiving the greatest number of votes, the Chairman of the Student Life Committee, the Chairman of the Student Coordinating Committee, and the Secretary of the Association. It shall meet within the two-week period following the event in a case concerning violation of the honor system in residence or academic life; call in a Faculty member or student to further represent the case when desired by the Honor Board or requested by the student involved; grant permission for any individual to provide additional information regarding the case; and call a Review Board when deemed necessary by the Honor Board or requested by the student involved.

Section 1. **Review Board.** It shall consist of the Director of Nursing Education, the Director of Residence, the Faculty Adviser to the Association, and the Honor Board members. The Review Board shall serve as an appeals board, a place for review of decisions made by the Honor Board, and a place of referral for cases judged too complex by the Honor Board.

ARTICLE X. Association Meetings

Section 1. **Frequency.** Association meetings shall be held in September, November, January, March, and May. Special meetings may be called at the discretion of the President.

Section 2. *Function.* The Association meetings shall serve to inform all Association members about its affairs, to determine members' opinions, and when necessary to amend the bylaws. The May meeting shall be for the installation of officers.

Section 3. *Order of Business.* It shall be as follows:

- Call to order
- Report of the Secretary
- Report of the Treasurer
- Reports of the standing committees
- Reports of the ad hoc committees
- Report of the President
- Old business
- New business
- Adjournment

Section 4. *Voting Procedure.* A motion may be passed only by a majority of the Association members present. The President shall vote only in case of a tie.

Section 5. *Quorum.* A quorum at any Association business meeting shall consist of a majority of the Association members.

ARTICLE XI. Yearbook

Selection of the Yearbook Editor and Business Manager. The editor of the yearbook shall be chosen in the spring or summer by a special committee composed of the Yearbook Editor, the Yearbook Business Manager, the Communications Committee Chairman, and the Association President, with the approval of the Executive Board. The Business Manager shall be chosen by the yearbook staff. The Yearbook Editor and Business Manager shall be members of the Communications Committee.

ARTICLE XII. Sample Shoppe

Section 1. *Function.* The Sample Shoppe shall be an Association business, the income from which shall go toward financing the yearbook.

Section 2. *Selection and Duties of Cochairmen.* Cochairmen shall be chosen in the spring from the incoming senior class by self-nomination and election by the class. The cochairmen shall take over administration of the Sample Shoppe in June. They shall work closely with the Treasurer in all financial affairs, and shall consult the Executive Board in making major changes in policy.

Section 3. *Working in the Sample Shoppe.* Every member of the Association, regardless of place of residence, is responsible for working in the Sample Shoppe as scheduled by the cochairmen. If unable to work at the scheduled time, she must arrange for a substitute. Any student who does not fulfill this obligation must pay a \$5 fine or she will not receive a yearbook.

ARTICLE XIII. Nominations, Elections, and Recall

Section 1. *Nominations.* Nominations shall be handled by an ad hoc committee elected by Association members at the March meeting. Nominations may be presented to the Nominating Committee by any member of the Association. The Nominating Committee shall be responsible for informing all nominees of the responsibilities of the office in which they wish to serve. Nominees must maintain a C+ average, and agree to accept the responsibilities of office. A nominee shall not be a member of the Nominating Committee.

Section 2. *Elections.* The Association President and committee chairmen shall be elected by a majority vote of the Association. All other elected positions shall be voted on by the appropriate class. The annual elections of the Association shall be held in the first week of April. Election of juniors shall be held in the first half of the following October. Elections shall be by ballot. Ballots will be tabulated by three tellers appointed by the Association President. Seniors shall assume office at the May meeting of the Association. Juniors shall assume office immediately upon their election in October. Term of office shall be one year.

Section 3. *Recall.* Any officer or committee chairman of the Association may be recalled from office upon petition signed by

at least one-fourth of the Association members and confirmed by a two-thirds vote of the Association. A committee member may be recalled by a two-thirds vote of the Executive Board. The President shall be replaced according to order of succession. Officers and committee chairmen shall be replaced by a vote of the Association.

ARTICLE XIV. Presidential Succession

Order of Succession. Should she be unable to complete her term of office, the President will be followed by (1) the chairman of the Student Life Committee and (2) the chairman of the Student Coordinating Committee.

ARTICLE XV. Amendments

Procedure. The bylaws may be amended at a meeting of the Association; provided that a quorum is present. Any Association member may submit an amendment to the Executive ^{Committee} Board. Proposed changes shall have been approved by the Executive Board—and published in the Association newsletter prior to the Association meeting. A two-thirds vote of the members present at the Association meeting is required for the adoption of an amendment.

Professional Organizations

► STUDENT NURSES ASSOCIATION

The Student Nurses Association of New York State (SNANYS) is a member of the National Student Nurses Association, under the advisership of the American Nurses Association and the National League for Nursing. The Association functions as a professional organization on the student level and endeavors to prepare the student for active participation in graduate organizations.

► HONORARY NURSING FRATERNITY

The Alpha Zeta Chapter of Sigma Theta Tau was instituted at Columbia University in 1964. Sigma Theta Tau is a national honor society of nursing whose members are elected on the basis of academic standing and leadership potential. Candidates are invited to join the chapter after completion of one half of the nursing program at Columbia and are inducted at a banquet which is held annually.

The purposes of Sigma Theta Tau are to recognize scholarship of superior quality, to encourage development of leadership qualities, and to foster high professional standards, creative work, and commitment on the part of individuals to the ideals and purposes of the profession of nursing.

General Policies

► YOUR ROOM

All linen, except washcloths, is provided. You must furnish your own clothes hangers, throw rugs, and window curtains. You are responsible for the condition of the equipment and room assigned to you. If you damage equipment, you will be billed for the cost of repairs. Please enter your requests for repairs immediately in the book for that purpose at the first-floor reception desk. The following regulations should be learned and kept in mind:

1. Lock your room when it is unoccupied. If any article is missing, report it *immediately* to Miss Spagnola or to the receptionist at the Desk.
2. When you leave your room, always close your outside window—rain storms and winds come up suddenly. If you wish to close your storm window, close the outside window first.
3. Leave your radiator on at all times in order to prevent interference with the heating system.
4. Do not place objects on your outside window sill—this is a safety precaution.
5. If you want to hang pictures or other objects, use only the wall hooks provided for this purpose or masking tape, as all other methods have proved defacing. You may place extra hooks along the molding near the ceiling or have extra hooks put in by the housekeeping department.
6. Do not use furniture as a drying rack; you may use portable drying racks in your own room, the bathroom, and the laundry room.
7. Fish and small turtles are the only pets permitted.
8. Your use of electrical equipment is limited by the circuit load of Maxwell Hall. Therefore, use only two lights (one overhead and one table lamp, in the “old” rooms; one floor lamp and one table lamp, in the new rooms).

You may use *one* additional electrical appliance, such as a radio, record player, television, or electric blanket. You should exercise care in positioning extension cords and check all electrical equipment frequently for wear. *You may not iron or cook in your room.*

HOUSEKEEPING

Each week the housekeeping department cleans your room and changes the linen. You should consult the schedule on the door of the cleaning closet on your corridor to find out which day your room will be cleaned. You should clear bureau tops, floors, and beds on cleaning day. Night nurses' rooms are cleaned before 9 a.m. Evening nurses and those who are sleeping late must be out of their rooms by noon to permit more efficient cleaning. You may place a sign on your door to indicate your schedule. Your wastebasket will be emptied every day if it is placed outside your door before 7 a.m. There is equipment available in the cleaning closet for your use between cleaning days. Members of the housekeeping department may refuse to clean a room.

ROOM CHANGES

You change rooms each year during the summer. You may get a hamper from the mezzanine for moving your possessions. You may not move furniture—especially bureau drawers—from one room to another; nor may you add extra furniture to your room without permission from Miss Spagnola.

► YOUR UNIFORM

1. Your official uniform is a short-sleeved, blue-and-white-striped dacron-cotton dress with a starched white collar, white bib and apron, a white cap, and white shoes and stockings.

You are expected to wear your uniform proudly and to give particular attention to good grooming. Hair that is shoulder length should be pulled back and tied. Hair longer than shoulder length (below the bottom of the collar) should be put up. Cosmetics, including nail polish, should be inconspicuous. Wedding and engagement rings are the *only* jewelry that may be worn with your uniform. ("Jewelry" includes ornamental hair fasteners and earrings.) Students with pierced ears may wear small gold studs. You are required to wear a wrist watch with a sweep second hand. Your uniform must be complete when worn below the second floor of Maxwell Hall. No part of your uniform is to be

worn in the street. (However, you may wear your uniform when going between Maxwell Hall and the hospital; use entrances on 168th Street, not Harkness Pavilion.)

2. You wear a special short-sleeved white uniform when you are having your clinical experience in the operating room and in the maternity services. Uniforms may be obtained from the sewing room the week preceding your clinical assignment. Attach your name tape. You send these uniforms with your weekly laundry. At the end of your experience in maternity or the operating room, remove the name tapes and return the uniforms, *freshly laundered* to the sewing room.

3. When you do field work in public health, you wear the navy uniform with a white bow. You provide your own rain attire and black shoes. You are required to rent an official navy-blue public health nursing coat, a uniform, and an overseas cap for mild weather or a wool hood for cold weather.

4. Students who have clinical workshops wear a white uniform and white shoes and stockings.

5. When you are not in uniform, you are required to wear a long-sleeved blue lab coat whenever you are going to be in patient-care areas. Lab coats may be purchased in the sixth floor Sample Shoppe.

REPAIR AND REPLACEMENT

Uniforms are mended and buttons sewn on, in the sewing room in the basement. However, your uniforms must be laundered first. The sewing room is open from 9 a.m. to 5 p.m., Monday through Friday.

► GENERAL APPEARANCE AND CONDUCT

Appropriate attire is expected at all times. No hair rollers or night clothes are permitted below the second floor between 7 a.m. and 2 a.m.

1. Smokers are reminded to make note of areas in which smoking is prohibited by law. Smoking in uniform is not acceptable in the Maxwell Hall lobby or Tod Library. Sensitivity to the appropriateness of smoking in uniform is important.

2. Students are permitted to have alcoholic beverages in their rooms. It is understood that each student will use her discretion as to the appropriate time, amount, and usage by herself and her friends. Special arrangements should be made with Miss Ticnor for the serving of alcoholic beverages in any room on the first or basement floors.

3. Male Guests: *Friday 5 p.m. to 1:45 a.m.*
Saturday and Sunday 12 noon to 1:45 a.m.
evenings before holidays 8 p.m. to 1:45 a.m.

Stipulations:

1. Caller must sign in and out and be escorted up and down by the resident he is visiting.
2. Caller is not permitted above the eleventh floor.
3. Caller is to use rest rooms on the second floor and must be escorted to and from the second floor.

► QUIET HOURS

1. Please keep in mind that consideration for your fellow students is expected at all times.
2. Play record players, radios, television sets, and musical instruments at room volume.

► GUESTS

You may have guests during the day or evening. Each visitor must stop at the Desk; the receptionist will then notify you of your guest's arrival by buzzing your room three times. You will not be informed of a visitor's arrival after 12 midnight. Your guests are welcome to join you for all meals, which are reasonably priced. They are also welcome at many activities of the Department of Nursing.

If your friends are not staying overnight, they are expected to leave Maxwell Hall by 2 a.m. Guests visiting the infirmary must leave by 11 p.m.

When accommodations are available you may have an overnight guest. You should notify Miss Spagnola of your guest's expected arrival twenty-four hours in advance, and before 5 p.m. on Fridays, by filling out a request slip obtainable at the Desk. A fee of \$5 is charged for failure to notify the Director of Residence in advance. Failure to register a guest will result in a fine. If an occupied room is used for your guest, the student giving permission for the use of the room must sign the request slip. You should greet your guest when she arrives, see that she signs the guest book at the Desk, and show her to her room. If your schedule does not allow this, you must arrange for someone else to welcome your guest in your place.

Whenever overnight guests leave the dorm, they must sign out and back in on the special flag sheet which is provided for their use at the Desk. Guests are free to take 2+'s, but they should understand that after 2 a.m. the front door is open only from 10 minutes before the hour to 10 minutes after the hour.

The special guest rates for rooms and meals are as follows:

\$5.00 per night for an empty room	Breakfast	\$1.05
\$1.00 per night for an occupied room	Lunch	a la carte
	Dinner	1.58

► SIGNING IN AND OUT: RESIDENTS

You may leave the residence after 10:30 p.m., but you must always sign out at the Desk, stating your destination (if possible), and sign in when you return. If you desire to leave the residence between 2 a.m. and 7 a.m., sign the book kept at the Desk, so that the watchman may be informed of your expected time of departure. A slip for this permission may be obtained at the Desk. No permission is needed to attend early Mass before 7 a.m.

HOW TO SIGN IN AND OUT

For a Late Permission: 1. Find your own card in your class file box at the Desk. 2. Fill in all information required opposite the appropriate date and attach color time tag; i.e. red before 2 a.m., blue 2 a.m., yellow after 2 a.m. 3. When you return, mark the time of arrival in the "IN" column opposite the appropriate date.

For an Overnight Permission: 1. Sign your complete address, including area code and telephone number, on your individual card. 2. Write the "expected time in" on the line of the date on which you expect to return. 3. Attach green overnight tag to your card.

IN EMERGENCIES

To reach the Desk or "person on call": before 12:30 a.m., dial 579-1931. After 12:30 a.m., dial 579-2816. From outside New York City, dial 212 (area code) 579 and the appropriate extension.

► SIGNING IN AND OUT: NONRESIDENT STUDENTS

Upon leaving Maxwell Hall the nonresident student must sign out

on her appropriate sheet (instead of a card), which has her address and telephone number. Upon returning she must sign in.

► CHANGE OF HOME ADDRESS

If you change your permanent home address or telephone number, you must obtain the appropriate form from the Desk, fill out, and leave it there for Miss Spagnola.

► LIVING OFF CAMPUS

Group A students are eligible to live outside Maxwell Hall beginning with the summer term. Group B students who are married are eligible beginning with the senior year; exceptions are made under special circumstances. Requests for such exceptions should be discussed with Miss Pettit. Residence must be no further than 30 minutes travel time by public transportation; a home telephone is essential.

► MARRIAGE

If you contemplate marriage during your nursing program, you should consider seriously whether you will be able to meet the demands of both responsibilities. Before you make definite plans you should discuss the matter with Miss Pettit.

If you marry, you must immediately notify the Registrar of the Faculty of Medicine, Mrs. Eileen Daly, P & S 2-405, by submitting a photostatic copy of a legal document which signifies your change of name and status. This procedure is necessary to keep school records up to date. Miss Spagnola should also be notified so that the necessary changes in health coverage, such as a transfer to the Family Plan, can be made.

► VACATIONS

SUMMER

You must write legibly your complete home or vacation address on your sign out card at the Desk. Your keys must be left there when you leave.

CHRISTMAS, MIDYEAR, AND SPRING VACATIONS

You must write legibly your complete home or vacation address on your sign out card at the Desk. You do not turn in your keys.

All students are expected to leave the residence during Christmas, midyear, and spring vacations. If you want to stay in the residence during these times, please discuss your plans with Miss Spagnola. You will be expected to pay for all meals.

► VISITING PATIENTS IN THE MEDICAL CENTER

In accordance with the policies of the Medical Center, only two visitors are permitted in a patient's room at the same time. When you visit patients anywhere in the Medical Center, you are encouraged to wear your uniform or lab coat.

No plea of ignorance of the rules and regulations will be accepted as an excuse.

Services and Facilities

► AUTOMOBILES

You are not encouraged to maintain a car, as garage space in the neighborhood is limited and expensive. Street parking is metered in the immediate vicinity of the Department of Nursing and is limited beyond. The Medical Center parking lot offers limited parking to guests at \$1 for three hours plus 25¢ for each additional hour or part thereof. For longer periods of time there is a twenty-four-hour charge of \$3.25. Parking in front of Maxwell Hall must be limited to 30 minutes for students and their guests.

► BANKING YOUR MONEY

The Chemical Bank, across the street from the hospital, provides the usual banking resources and cashes checks for depositors. Student accounts are welcomed.

CASHING CHECKS AND MONEY ORDERS

The hours for cashing checks and money orders at the Accounting Office on the first floor of Presbyterian Hospital are from 9 a.m. to 6 p.m., Monday through Friday, and from 9 a.m. to 5 p.m., Saturday, Sunday, and holidays. Your endorsed check must be countersigned by Miss Spagnola, Mrs. Fisher, Miss Ticnor, Mrs. Staats, or Miss Pettit, Monday through Friday. Checks may be left at the Desk for this purpose. You must endorse the check again at the cashier's window. You may cash up to \$100 Monday through Thursday and up to \$50 Friday through Sunday and on holidays.

You can often cash checks up to \$10 in local stores—you will be asked to show your Bursar's Receipt or Identification Card.

Paychecks cannot be cashed at the Bursar's or Accounting Offices.

► EMPLOYMENT

Babysitting for the families of the professional staff of the Medical

Center is available to nursing students. See Miss Ticnor, who will ask you to fill out an application form.

Requests for babysitters are posted on the bulletin board opposite the telephone booths. If you are interested, use the Desk phone to telephone the family and sign your name in the book at the Desk. The standard rate of pay is \$1.50 an hour.

The Presbyterian Hospital offers some employment to students as nursing assistants and practical nurses (if licensed).

► HEALTH SERVICE

Nursing Department Health Service, 3rd floor, south corridor, Maxwell Hall

Hours: open twenty-four hours a day

Telephone: 579-2816 or 2817

SCHOOL PHYSICIAN: Hans Neuberg, M.D.

Consultation hours: posted on the blackboard outside the Health Service door or on the health bulletin board on the north corridor of the first floor.

The staff of the Health Service supervises your health and medical care. The fifteen-bed infirmary of the Health Service is staffed day and night by graduate nurses. Students who are patients in the Infirmary may have visitors with the permission of the nurse in charge. If you wish to make other arrangements for medical care, you must discuss them with Dr. Neuberg.

If you become ill while in class or at work: you must first notify your instructor or the nurse in charge of your clinical area and then report to the Health Service.

If you become ill at home: you must see a doctor within twenty-four hours and report your illness to the Health Service. Inform the Health Service of your clinical schedule and your illness will be reported to the proper persons. *When you return from an illness or convalescence* at home, you must report to the Health Service before 10:30 p.m. and bring with you a written statement of the doctor's diagnosis and treatment.

If you have a minor illness and are allowed to remain in your room: you are required to report to the Health Service twice a day, between

9 and 10 a.m. and between 8 and 9 p.m., so that your progress may be followed. If you are on the infirmary list, you are not to leave Maxwell Hall.

Before you return to your classes and clinical assignment after an illness you must do the following:

1. Obtain the permission of Dr. Neuberg or the Health Service nurse; this is also required before you are allowed to leave the residence hall.
2. Obtain a permission slip, which will indicate any restriction in your schedule, from the Health Service.
3. Take the permission slip to the nursing office in the area where you are assigned and sign your name immediately on the special sheet provided for this purpose.
4. If your activities are still limited, permission to leave the residence must be obtained from Dr. Neuberg or from a member of the Health Service staff.

If you have an appointment in the Outpatient Department or in a doctor's office at the Medical Center, you must obtain a personnel slip from the Health Service first. After your appointment, return the slip to the Health Service. If your appointment is in the Outpatient Department, you must present your personnel slip at the cashier's window, where you will be given a ticket exempting you from paying for treatment, with the exception of those services not covered by the Blue Cross and Blue Shield Insurance Policy (dental and eye care and the like).

► IDENTIFICATION

Bursar's Receipt: you will find many uses for your Bursar's Receipt, which is your official identification; it should be kept in your wallet. This receipt admits you to the libraries of the University, shows that you are eligible for student discounts, and exempts you from a literacy test when you register to vote for the first time.

Columbia University Identification Card: Your C.U.I.D. card will admit you to the libraries and activities on the main Columbia campus.

Medical Center Identification Card: a part of the Civil Defense Program, your I.D. Card identifies you with the Medical Center and, in the case of a general emergency, would facilitate your return there. The card also contains data about you which would be im-

portant if you were injured. It will be issued to you by the Personnel Department and should be carried in your wallet. If you should lose your I.D. Card, you may obtain a replacement in the Personnel Office in the basement of Babies Hospital.

► LAUNDRY

YOUR UNIFORM

The Department of Nursing will take care of laundering your uniforms. All articles to be laundered through the Department must have name tags attached. The laundry allowance per week is two uniforms, five bibs, and five aprons. In an emergency, you may have additional uniform equipment laundered, if you obtain the signature of Miss Spagnola on your laundry slip. The procedure for taking care of your regular laundry is as follows: 1. Obtain a laundry slip from the Desk and list on it all the items to be laundered. 2. Put your laundry in the regulation box which is issued to you. 3. Place your outgoing box in the laundry storage room, in the south basement, before 9 a.m. on Monday or Tuesday.

Your clean laundry is returned to your floor at the end of the week. If you receive an article which does not belong to you, take it to the sewing room. If any of your laundry is missing, take your laundry slip (returned with your laundry) to the sewing room. If the missing articles are not there, they will be traced. If your laundry does not return when expected, you should first check all floors to make sure that it was not delivered to the wrong floor. If you still are unable to locate your laundry, you should notify the sewing room.

YOUR PERSONAL LAUNDRY

In Maxwell Hall laundry rooms with washers and dryers are available in the north corridors of the third, fifth, seventh, and ninth floors, and there are ironing rooms on all floors. Washers and dryers may be used between 8 a.m. and 10:30 p.m., at a cost of 20¢ for the washers and 10¢ for the dryers. Instructions for the use of the machines are posted.

There are two ironing boards in special ironing rooms on each floor. Because of fire regulations, ironing is permitted only in these rooms. You may supply your own iron or use one of the dormitory irons.

► LIBRARIES**TOD MEMORIAL LIBRARY**

You will find this reference library conveniently located on the first floor, in the north wing of Maxwell Hall. The library is open twenty-four hours daily and provides a wide range of recent nursing texts as well as current issues of popular and scientific periodicals. A daily issue of *The New York Times* is available. You check out books in the standard way and pay five cents a day for each overdue book. Books on reserve must be read in the library during the day and early evening. Reserve books may be signed out after 9 p.m. and must be returned by 9 a.m.

FLORENCE NIGHTINGALE COLLECTION

There is a collection of memoirs, letters, and pictures of Florence Nightingale in a special room adjoining Tod Memorial Library. This collection, donated by interested friends of the Department of Nursing and members of the medical profession, is one of the largest of its kind in the world. You may obtain the key to this room from the Desk.

MEDICAL LIBRARY

This library is on the third floor of the Medical School Building, adjacent to the hospital. Here there are numerous volumes of medical and nursing texts as well as periodicals available for your use from four floors of open stacks.

If you are not in uniform, you may be asked to present your C.U.I.D. Card or Bursar's Receipt for identification. The hours in the library are: Monday through Friday, 9:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 12 noon to 10 p.m.

OTHER UNIVERSITY LIBRARIES

Butler Library, on College Walk, is the hub of the Columbia University library system. It is on the Morningside campus, between Broadway and Amsterdam Avenue at 116th Street. The hours from September through May are: Monday through Friday, 8:30 a.m. to 11 p.m.; Saturday, 9 a.m. to 5 p.m. The reference department is in Room 325.

Any library material necessary for classwork can be obtained from other Columbia libraries by the Medical Library upon request. You fill

out a special information card available at the Medical Library Desk, and you will be notified when the material arrives.

NEW YORK PUBLIC LIBRARY

The main branch of the New York Public Library is on Fifth Avenue at 42nd Street. The general card catalogue is on the third floor in Room 315. The open stacks are found at the street level.

Nearby branches of the public library are located at 1001 St. Nicholas Avenue (at 161st Street) and 535 West 179th Street (between Audubon and Amsterdam Avenues). Cards obtained at any branch can be used throughout the city.

► LOST AND FOUND

Please report any article lost to the receptionist at the Maxwell Hall Desk. If your article has been turned in and you can identify it adequately, the receptionist will return it to you. If your article has not been turned in, you will be given a special form on which to describe it. You then post the notice on the bulletin board.

If you lose a valuable article, report it to Miss Spagnola.

► LUGGAGE

You may ship your trunk prepaid to Maxwell Hall, where it will be delivered to your floor by one of the porters. It must be left in the hall and unpacked there. A label or tag with your name and room number must be securely attached, and the trunk must be ready for storage one week after you arrive. All trunks and extra luggage (with the exception of overnight cases) must be stored in the trunk room on the mezzanine. You may use your trunk to store things that you will not need constantly.

To take an article out of storage: obtain permission twenty-four hours in advance (Monday through Friday only) from the housekeeper, Mrs. Bohler, by leaving a written request at the Desk. Trunks are left on the mezzanine *only*. They are not to be taken to floors during the year.

To ship luggage from Maxwell Hall: leave a notice of express shipment at the Desk one day before the luggage is to be picked up. Attach two tags, legibly printed, to each piece; write the value of the contents

on one of the tags so that the proper billing can be made. Luggage must be locked, tagged, and placed outside your door by 10 a.m. on the day of shipment.

► MAIL AND PACKAGES

You will find a chart showing the number of your mailbox opposite the telephone booths on the first floor. Mail is delivered to the boxes once a day before noon. You will find a box for outgoing mail at the Desk. For quick pickup, use the U.S. mailbox outside the front door of the residence.

If you receive a telegram, package, registered mail, or a special delivery letter, your name will be listed at the Desk, where you sign for them. The Desk will buzz your room for a special delivery letter and endeavor to contact you directly for a telegram. C.O.D. packages are not accepted.

There is a postage-stamp machine in the lobby near the Desk. The nearest post office is at 165th Street between Audubon and Amsterdam Avenues. It is open from 8 a.m. to 6 p.m., Monday through Friday, and from 8 a.m. to 12 noon on Saturday.

► MEALS

MAXWELL HALL CAFETERIA

The meal tickets for the dining room, issued monthly, are put in your mailbox. The tickets may not be transferred among students or visitors. If you lose your ticket, you may get another one at the Desk. Students not paying room and board may eat in the cafeteria at guest rates.

Appropriate clothing must be worn: slacks and shorts may be worn to all meals. Curlers are not acceptable at any meal.

You may have guests at any meal. You escort them to the dining room and sign for them in the guest book.

The cafeteria is open Monday through Friday, at the following hours:

Breakfast: 6:30 to 9

Luncheon: 11:45 to 1:45

Dinner: 5 to 6:45

If you are on duty and will be delayed past closing hours, you should call extension 2800 and make arrangements to have your lunch or

dinner held until as late as 2 p.m. or 7 p.m. respectively. If you will be later than this, you may obtain a pink ticket for the Hospital Cafeteria from the nursing service office in the unit.

THE SNACK NOOK

The Snack Nook is a room in the basement of Maxwell Hall which is provided with tables and chairs, various food and drink machines, and a machine to change quarters. Male guests are allowed until 2 a.m. All night clothes must be completely covered by a coat and a scarf worn over curlers.

COFFEE SHOP IN THE PRESBYTERIAN HOSPITAL

The coffee shop on the first floor is open to students from 7 p.m. to 12:45 a.m. at their own expense. Students on evening and night duty may obtain a special ticket from the Maxwell Hall Desk which gives them a free meal in the coffee shop between 10 p.m. and 12:45 a.m.

KITCHEN FACILITIES

You may prepare snacks in the kitchenettes located in the north and south wings of the first floor, the north wing of the second, fourth, sixth, eighth, and tenth floors, and in the sitting rooms on the third and eleventh floors. All the kitchenettes have refrigerators; there is an automatic ice machine in the sixth floor kitchenette. You must supply dishes and other utensils, and you are expected to leave the kitchenettes neat and clean.

In the south kitchenette there are two percolators and cups, dishes, spoons, etc., for your use. If the kitchenette is locked, you may obtain the key at the Desk.

HARKNESS PAVILION DINING ROOM

Located off the lobby on the main floor, this is a public dining room open to you and your guests from 12 noon to 8 p.m. every day. Meals cost from \$1.75 to \$4. You must wear street clothes.

PRESBYTERIAN HOSPITAL CAFETERIA

This dining room is used by nursing students when the Maxwell Hall dining room is closed (Saturdays, Sundays, and holidays). Regular meal tickets are used and allow \$1.25 for breakfast, \$1.75 for lunch, and \$2

for dinner. You may have dinner either at *noon* or in the evening. The hours are as follows:

Breakfast: 6:30 to 9

Luncheon: 11 to 2

Dinner: 4 to 7:30

Students who are off duty are asked to comply with the following: (1) please use the cafeteria before 8:30 a.m. for breakfast (to avoid the last-minute crowds); (2) please avoid going to the cafeteria between 12:30 and 1:15 p.m.

► RELIGIOUS LIFE

PAULINE A. HARTFORD MEMORIAL CHAPEL

This chapel, built and dedicated in 1952 as a place of worship and prayer for patients, their families, and members of the staff and personnel of the hospital, is open twenty-four hours a day. You may enter the chapel through the Memorial Room on the main floor of Presbyterian Hospital or through an entrance from the garden. Services are as follows:

Sunday: Roman Catholic Mass, 7 a.m.

Protestant service, 10:30 a.m.

Music and meditation, 3 to 3:30 p.m.

Wednesday: Vespers, with guest speakers and music by the Vesper Choir, 5:15 to 5:45 p.m.

Saturday: Jewish service, 10:30 to 11 a.m.

Mass is said daily, except Saturday, at 12:10 p.m. in the Blessed Sacrament Chapel on the second floor.

RELIGIOUS ACTIVITIES FOR STUDENTS

You are also eligible to take part in the activities and groups associated with the Center for Religion and Life on the Morningside campus.

Full-time staff members maintain offices and libraries in Earl Hall (117th Street and Broadway) which are open every weekday of the academic year except some religious holidays.

For information on the activities of the Center for Religion and Life, telephone 280-3574.

CHURCHES IN THE CITY

You will find a directory of church services on the first-floor bulletin board opposite the telephone booths. Churches of all denominations are accessible, either within walking distance or by convenient transportation.

► SEWING MACHINES

The two sewing machines in the Commons Room are available to all students through registration with Miss Ticnor.

► SHOPS AND STORES

You will find, as a part of the Medical Center, several shops which will be convenient for you.

Beauty Shop: on the twentieth floor of Presbyterian Hospital, for patients, students, and hospital personnel. Open from 9 a.m. to 6 p.m., Monday, Wednesday, and Thursday, and from 9 a.m. to 9 p.m., Tuesday and Friday. Telephone extension: 2678. Please notify the shop if you cannot keep an appointment.

Medical Center Bookstore: in Room 126, William Black Medical Research Building, and carries a full line of medical and nursing textbooks and all other student supplies. Also available are items such as toiletries, articles with the University insignia, current novels, and a film service. Hours open: 8:45 a.m. to 5:30 p.m., Monday through Friday.

Sample Shoppe: in Room 654, Maxwell Hall, sells candy, cigarettes, cards, gifts, stationery, and items such as toothpaste and shampoo. Hours open: 7 to 10 p.m., Sunday through Friday, except holidays. Sponsored by the graduating class. This year's cochairmen are JoAnn May and Margaret Mitchell.

► TELEPHONE CALLS

If you receive a telephone call between 7 a.m. and 12 midnight, the receptionist will buzz your room once.

The receptionist will buzz you twice if she is trying to locate another

person and three times if you have a guest in the lobby. Please buzz back so that the receptionist will know that you have received the message.

If you are on night duty, the receptionist will take messages for you until 4 p.m. After 4 p.m. the receptionist will buzz your room unless you give directions to the contrary.

Pay stations for outgoing calls are located on most floors of Maxwell Hall.

If you have trouble either receiving or placing a call, please note the date and time of the call in question and notify the receptionist immediately. If the problem persists, please notify Miss Spagnola within twenty-four hours.

► **VALUABLES**

You should lock your valuables in your closet or arrange with Miss Spagnola to keep them in the safe. You are encouraged not to keep large sums of money or other items of great value in your room. The Department cannot be responsible for loss of valuables or clothing. If you have any trouble please notify Miss Spagnola immediately.

Activities and Recreation

The P & S Club of Bard Hall sponsors many evenings of concerts, recitals, and movies at which nursing students are always welcome. There are also many club meetings and other activities on the Morningside campus in which you are welcome to participate. You will find notices about many of these events on the Maxwell Hall bulletin boards. Activities and recreational opportunities primarily available to students in the Department of Nursing are given below.

► ENTERTAINMENT

COMMONS ROOM: this comfortable lounge and quiet-activities room on the twelfth floor provides television, stereo, card tables, sewing machines, drawing tables, books, and easels. With the permission of the Residence Council chairman, the room may be used for activities for all students (i.e., welcome parties for affiliating students) or activities for an entire class (i.e., the Half-Way Party). Students are responsible for cleaning the Commons Room after these activities.

DANCES: the Student Association sponsors a formal Christmas dance, for which the Social Chairman and the vice presidents of each class serve as the committee. In addition, there are many open house dances throughout the year.

GAME ROOM: you and your guests may use the television, piano, and ping pong table in this basement room until 2 a.m. Bridge parties sponsored and arranged by the Bridge Club are held in the Game Room. It may be reserved for private parties. Arrangements should be made with Miss Spagnola at least twenty-four hours in advance.

HOSPITALITY: if hospitality is one of your interests, you might want to join the Affiliating Committee which welcomes the affiliating students, takes them on a tour of the Medical Center, escorts them to their assigned clinical areas on the first day, and tries to make them feel at home in Maxwell Hall. If you wish to act as hostess or tour guide for School guests, including applicants, contact Mrs. Fisher in Maxwell Hall.

► PUBLICATIONS AND DISPLAYS

BULLETIN BOARDS: Supplies for making posters advertising school functions may be obtained in the tenth-floor Paint Pot. Posters for the first floor, the tunnel, or any public place must first be approved by Miss Spagnola or Carol Steinsieck.

Stethoscope: the monthly publication of the Medical Center which reports news of research and the staff, and current events of the hospital.

Gravity: a bimonthly student publication which provides opinions and news about the residence, nursing students and faculty members, coming events, current events, fine arts, and creative writing. All contributions are welcomed.

Yearbook: the Department of Nursing yearbook is an all-school annual publication, distributed to each student in May.

Spectator: the Columbia University daily newspaper. Copies are available each day on a table in the lobby.

Pertinent notices about events of the coming week may be posted in the elevators on five-by-eight cards and must be secured by masking tape.

► ATHLETIC ACTIVITIES

BASKETBALL: if basketball is your sport, you may enjoy playing in the games with other nursing schools during the year, as well as the practice games with your team members.

BICYCLES: Two bikes are available for all residents of Maxwell Hall. In order that as many as possible may use them, the following rules have been made:

1. Bikes may be used from 7 a.m. to 10:30 p.m. No time limit has been set for keeping out the bikes; however, if this causes too many problems a limit may have to be set.
2. The bikes are locked down by the pool. The key may be signed out at the front desk and a \$1 deposit left to insure the return of the bike and key.
3. Bikes may be reserved by requesting the desired time in the book at the front desk.

PING-PONG: you will find a ping-pong table in the Game Room.

SKATING: if you like to skate, you may want to try two popular areas for ice skating during the winter months: Wollman Rink in Central Park and the Riverdale Skating Rink at West 236th Street (take the IRT to 238th Street). You may rent skates for a small charge.

SKIING: you have a choice of many ski slopes near New York City or, if you wish to travel further, in upper New York State or New England.

SUNBATHING: the roof on the south side of Maxwell Hall is recommended for sunbathing. Beach rolls and blankets for use on the roof may be found in the closet outside the Commons Room. You are not to use other blankets and pillows belonging to the residence.

SWIMMING: you may swim in the Maxwell Hall pool, in the sub-basement, Monday through Friday, 7 to 9 p.m. You may swim at other times if a registered lifeguard is in the group and no class is using the pool. Please see Miss Ticnor regarding use of the pool.

TENNIS: there are several tennis courts which belong to the Medical Center, on Riverside Drive near Maxwell Hall. The key is available at the switchboard.

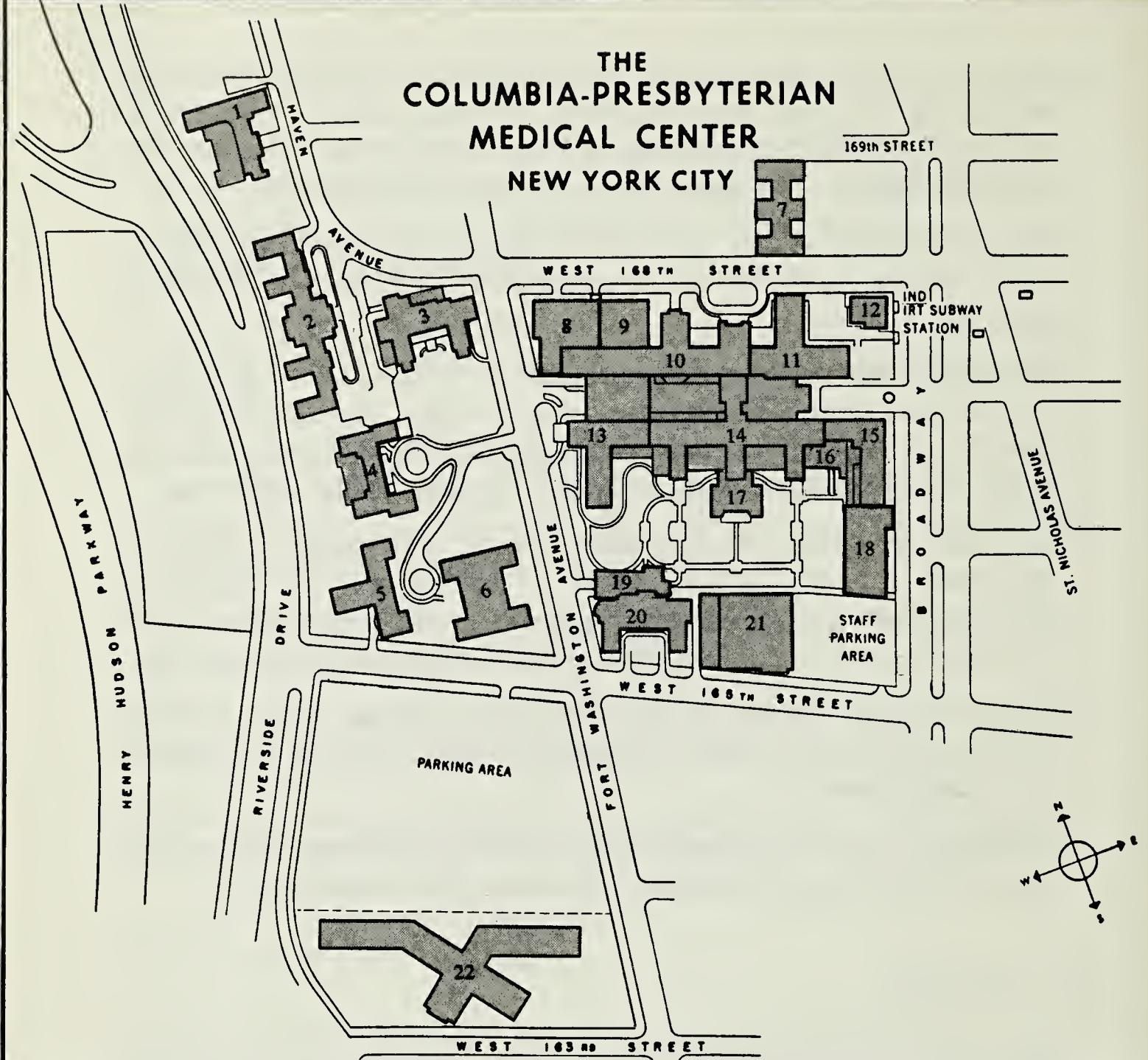
VOLLEYBALL: games are played in Bard Hall gym between the nursing students and medical students. The games will be announced.

► THEATRE

Miss Ticnor obtains tickets to concerts, the ballet, TV shows, movies, and operas in New York City, many of them at special rates for students. These shows are advertised on the bulletin boards across from the mailboxes on the first floor, and at the main Desk. Some are free! You may also get discount tickets from the Nursing Office.

You will find a wealth of American and foreign movies in New York City. The three motion picture theatres within walking distance of Maxwell Hall are The Heights, between 180th and 181st Streets on Wadsworth Avenue, Loew's, at 175th and Broadway, and the RKO Coliseum, at 181st Street and Broadway.

**THE
COLUMBIA-PRESBYTERIAN
MEDICAL CENTER
NEW YORK CITY**



- 1. BARD HALL
- 2. N.Y. STATE PSYCHIATRIC INSTITUTE
PSYCHOANALYTIC CLINIC
- 3. NEUROLOGICAL INSTITUTE OF NEW YORK
- 4. MAXWELL HALL
- 5. HARKNESS MEMORIAL HALL
- 6. DANA W. ATCHLEY PAVILION
- 7. GEORGIAN NURSES RESIDENCE
- 8. WILLIAM BLACK MEDICAL
RESEARCH BUILDING
- 9. ALUMNI AUDITORIUM
- 10. COLLEGE OF PHYSICIANS & SURGEONS
- 11. VANDERBILT CLINIC
SCHOOL OF DENTAL AND ORAL SURGERY
- 12. DEPARTMENT OF HEALTH
SCHOOL OF PUBLIC HEALTH AND
ADMINISTRATIVE MEDICINE
WASHINGTON HEIGHTS HEALTH
CENTER, N.Y.C.
- 13. HARKNESS PAVILION
- 14. PRESBYTERIAN HOSPITAL
N.Y. ORTHOPEDIC HOSPITAL
SLOANE HOSPITAL
SQUIER UROLOGICAL CLINIC
- 15. BABIES HOSPITAL
- 16. RADIOTHERAPY CENTER
- 17. PAULINE A. HARTFORD MEMORIAL
CHAPEL
- 18. BABIES HOSPITAL RESEARCH,
TEACHING, AND OFFICE
ADDITION
- 19. INSTITUTE OF OPHTHALMOLOGY
ADDITION
- 20. INSTITUTE OF OPHTHALMOLOGY
- 21. CENTRAL SERVICE BUILDING
- 22. FRANCIS DELAFIELD HOSPITAL,
N.Y.C.

To Reach the Medical Center: By subway, the Washington Heights Express of the IND Eighth Avenue or the Van Cortland Park train of the IRT Seventh Avenue. By bus, Fifth Avenue Bus #4 or #5. By car, the Westside Highway exit at the George Washington Bridge. Parking facilities are available at West 164th Street and Fort Washington Avenue.

“P.H.” HYMN

Dear Alma Mater from whose heights
All healing grace descends,
Enduring may thy help abide,
Reflect in us thy power to guide
Humanity as friends.

Across the shifting sands of time
The forward pathway leads,
With courage, faith and will
our guard
As “Neighbors” serve without
regard
To color, race or creeds.

Oh, grant us Lord that we may feel
Thy strength along the way,
The glory of Thy wisdom fill
Each loyal heart and mind until
Our last Commencement Day.

CECILE COVELL '26

STAND, COLUMBIA!

Mother, stayed on rock eternal,
Crowned and set upon a height,
Glorified by Light supernal—
In thy radiance we see light.
Torch, thy children’s lamps to kindle,
Beacon-star, to cheer and guide,
Stand, Columbia! Alma Mater—
Through the storms of Time abide!

Mighty patriots, warriors, sages,
Thou hast born, a shining band;
Teach thy sons in future ages
Still to love their native land.
Throned upon the hill where
heroes
Fought for Liberty, and died,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

Honor, love, and veneration
Crown forevermore thy brow!
Many a grateful generation
Hail thee as we hail thee now!
Till the lordly Hudson seaward
Cease to roll his heaving tide,
Stand, Columbia! Alma Mater—
Through the storms of Time
abide!

GILBERT OAKLEY WARD '02



To Columbia Students

THIS HANDBOOK IS FOR YOUR USE AS A SOURCE OF CONTINUING REFERENCE. PLEASE SAVE IT. REPLACEMENT COPIES CAUSE EXPENDITURES WHICH SHOULD MORE DIRECTLY SERVE YOUR EDUCATION.



COLUMBIA UNIVERSITY LIBRARIES



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